

Hold Harmless Form

Please read the ENTIRE Hold Harmless on the back of this form

Name of Student _____ Course/Block _____

Date(s) of Absence _____

Event _____

Plan of action: (faculty member will fill in what is expected of the student, including due dates):

Signature of Faculty Member of Course: _____ Date _____

Signature of Student: _____ Date _____

Signature of Coach/ Club Advisor: _____ Date _____

Signature of Academic Advisor: _____ Date _____

This form MUST be filled out and fully executed on or before the first day of course

**A copy of this signed form should be kept by the Faculty Member, Student, Coach/Club Advisor,
and Faculty Advisor**

Hold Harmless Policy

The University of Montana Western administration and faculty agree that students will be held harmless for absences due to University sanctioned activities in so far as possible. All parties recognize that not all classes are amenable to alternative assignments and in some cases it is impossible to reschedule critical learning experiences. Though faculty has the final decision regarding the appropriateness of alternative assignments or experiences, in all cases they will make a good faith effort to accommodate.

Students should work with their advisors and potential faculty members to design student course schedules that minimize absences in those courses with learning experiences that present special challenges for replication at an alternative time. Wherever possible, all student work should be completed before the end of the course block. If it is not possible for a faculty member to replicate a learning experience that produces similar critical learning outcomes to the missed experiences in a particular course within the same block, incompletes may need to be issued to the student until such time as suitable learning experiences, if possible, can occur. Final decisions regarding the appropriateness of assigning incomplete grades are made exclusively by the faculty.

This policy is effective so long as:

1. The student provides both verbal and written communication to the faculty member or employer on Day 1 of any given block.
2. The student is engaged in a University-sanctioned event necessitating the student's absence.

Examples of such events include (but are not limited to) athletic activities, career fairs, and field experiences. The faculty member or employer must be able to verify this activity if so desired.

The student is not excused from academic work required for a course, but in these instances will be allowed to work with a faculty member or employer to alter deadlines, or complete alternate assignments, or make up work as assigned by the faculty member or employer in so far as possible.