

what it takes

For All Students

March 24, 2024

Focusing on Academic Integrity and Excused Absences

Hello Students,

We hope that these editions of *What It Takes* have been helpful in making sure you know of, and have access to, the resources you need as a valued member of our campus community. If you ever have questions, don't hesitate to reach out.

In the academic realm, it's imperative to uphold principles of integrity, especially concerning AI-generated work. As such, it's important for the university to share with you its strategies for maintaining academic honesty in the digital age and thoughts to help you better understand the implications of utilizing AI tools.

We know that the use of ChatGPT and other AI software has grown rapidly in recent years. Literally, it's everywhere. These websites can be enticing and interesting, but we also want to help you better understand how PFW views these tools and what could happen if you use them inappropriately.

Each of your instructors should set clear guidelines on how you may use AI in their class. If you are unsure, please email them. Some instructors allow students to use it in certain ways, while others may prohibit it. Be sure that you understand how to use it appropriately for your different courses.

Additionally, PFW has information available related to academic misconduct—think plagiarism—listed out in the **Code of Student Rights, Responsibilities, and Conduct**. It is your responsibility to know of, and abide by, these behavioral expectations. Again, we are here to answer any questions you may have.

This is also a good point in the semester to remind you about the effective ways to manage unexpected absences and communicate with professors regarding attendance policies.

We recognize that in some circumstances your absence from class is unavoidable. It may involve personal reasons beyond your control. We get it! To help you during these times, the university has established a list of approved reasons for excused absences from class for all courses:

- Grief/Bereavement
- Military Service
- Jury Duty

- Parenting Leave
- Medical Excuse (hospitalization, emergency department, or urgent care visits)

You can find the parameters and procedures for these absences [here](#). As the student, you must inform the **Office of Student Conduct and Care** and your instructors in a timely fashion. Please note that official documentation is required for these absences.

If you need to be absent from class for any reason not listed above, you should work directly with your instructor. The resource guide found at the bottom of the link above has been developed to help students effectively communicate with professors about absences.

Have a great week, and keep up the good work!

All my best,



Dr. Krissy Surface
Vice Chancellor
Enrollment Management and the Student Experience

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