COMMITTEE RECOMMENDATION

SR-14-15-28 BAPC
Revised Undergraduate Class Attendance Policy

Policy Summary: This proposal will replace the entire "Class Attendance" policy in the Undergraduate Catalog with the new text below.

Policy Statement:

Students are expected to attend punctually all class meetings, laboratory sessions and field experiences and to participate in all class assignments and activities as described in the Course Syllabus. Absences are counted from the first class meeting after the student registers. Students registering late are expected to make up all missed assignments in a manner determined by the instructor. Students should be aware that excessive absences, whether excused or unexcused, may affect their ability to earn a passing grade. The instructor of each class shall establish a policy on class attendance and make-up work, and provide the policy to students in the Course Syllabus. This policy must not conflict with university policies, including this policy. Class attendance may be a criterion in determining a student's final grade in the course if the instructor provides a statement to this effect in the course syllabus.

Students must promptly consult with their instructors about all class absences. Instructors will work with students to identify appropriate documentation and discuss any missed class time, tests, or assignments. Except in the case of University Excused Absences, it is the decision of the instructor to excuse an absence or to allow for additional time to make up missed tests or assignments. A student may not be penalized for an excused absence, provided that the student, in a manner determined by the instructor, makes up the work that has been missed.

Instructors are required to honor valid University Excused Absences and to provide reasonable and equitable means for students to make up work missed as a result of those absences. Academic obligations that cannot be made up should be addressed by the course instructor in consultation with the student to ensure that continued enrollment is feasible while there is still an opportunity to drop the course within the established withdrawal period.

This policy excludes academic endeavors that require the completion of a specific number of clock hours, such as clinical experiences, practica, and internships. For those courses, the department chair or program supervisor will determine the maximum number of absences. This policy does not supersede program accreditation requirements.

This policy also excludes laboratory courses that require significant preparation and monitoring. For such courses, departments will determine the minimum number of laboratories a student must complete to pass the course. If a student cannot complete this number of labs, the instructor my recommend that the student withdraw from the class.

If the instructor believes that the number of absences accrued under the terms of this policy (whether excused or unexcused) is such that a student cannot fulfill the learning experience and mastery that a course requires, the instructor may recommend that the student withdraw from the class.

University Excused Absences
These are addressed by the instructor or the Dean of Student affairs as described in each item. Appropriate documentation is required for each absence. The Dean of Student Affairs will notify course instructors of his or her actions using the University email system.

1) **University-sponsored activities.** Student participation in authorized activities as an official representative of the university. Such activities include official athletic events, ROTC, student government and student organization activities, regional or national meetings or conferences when endorsed by an academic or organization faculty advisor, performances, debates, and similar activities. The Dean of Student Affairs addresses these absences.

2) **Medical circumstances.**

   a) A student who is briefly ill or injured with fewer than three consecutive hours of class (see (b) below), and is therefore unable to attend class, should first consult with his or her course instructor about the absence. If necessary, the instructor may refer the student to the Dean of Student Affairs.

   b) The Dean of Student Affairs will address absences of three or more consecutive hours of class. This includes absences of three consecutive one-hour class meetings, one three-hour class meeting, etc.

3) **Death or critical illness of an immediate family member.** Immediate family is defined as parents, legal guardians, siblings, children, spouse or life partner, grandparents, and grandchildren. The Dean of Student Affairs addresses these absences.

4) **Other official activities.**

   a) **Short-term military obligations.** The Dean of Student Affairs addresses these absences. Students who are subject to federal military activation are covered by a separate policy. Please consult the catalog for this policy.

   b) Jury duty, subpoenas for court appearance, religious holidays, and other official activities deemed by the Dean of Student Affairs to warrant an excused absence.

5) **Extreme personal emergencies.** Examples of such events include house fires, serious crimes, and other grave emergencies deemed by the Dean of Student Affairs to warrant an excused absence

RATIONALE:

1. To emphasize the general expectation of class attendance and encourage professionalism by requiring students to contact instructors promptly about absences.
2. To reflect medical public policy advice about handling minor illnesses (e.g. http://www.cdc.gov/flu/takingcare.htm, http://www.cdc.gov/flu/school/guidance.htm)
3. To address work load concerns raised by the Dean of Student Affairs, particularly regarding minor medical absences.
4. To reflect current practice by allowing the Dean of Student Affairs to grant excused absences for extreme personal emergencies such as house fires.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _____ DATE:_____

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE:_____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE:_____

DISAPPROVED: _____ DATE:_____

COMMENTS: _____

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