


<p>Name of Policy: Missed Class Policy</p> <p>Policy Number: 3364-71-14</p> <p>Approving Officer: President</p> <p>Responsible Agent: Provost & Executive Vice President for Academic Affairs and Chancellor & Executive Vice President for Bioosciences & Health Affairs/Dean of the College of Medicine President, Faculty Senate</p> <p>Scope: All undergraduate students</p>	 <p>Effective date: May 1, 2011</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Major revision of existing policy</p> <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p>	
<p>CURRENT POLICY</p>	<p>MINOR REVISION</p>
<p>(A) Policy statement</p> <p>The University supports basic protections and reasonable accommodations for students who miss class with excused absences. Students are expected to attend every class meeting of courses in which they are registered. Only in specific, unavoidable situations does the University excuse absences from class: (1) personal emergencies, including, but not limited to, illness of the student or of a dependent of the student [as defined by the Policy on Family and Medical Leave], or death in the family; (2) religious observances that prevent the student from attending class; (3) participation in University-sponsored activities, approved by the appropriate University authority, such as intercollegiate athletic competitions, activities approved by academic units, including artistic performances, R.O.T.C. functions, academic field trips, and special events connected with coursework; (4) government-required activities, such as military assignments, jury duty, or court appearances; and (5) any other</p>	<p>(A) Policy statement</p> <p>Students are expected to attend every class meeting of courses in which they are registered. The University supports basic protections and reasonable accommodations for students who miss class with excused absences. Only in specific, unavoidable situations does the University excuse absences from class:</p> <ul style="list-style-type: none"> • personal emergencies, including, but not limited to, illness of the student or of a dependent of the student [as defined by the University Policy 364-25-30: Family and Medical Leave Act], or death in the family, or absences related to a student's disability (per University Policy 3364-50-03) • religious observances that prevent the student from attending class • participation in University-sponsored activities, approved by

absence that the professor approves.

It is the responsibility of each instructor to decide what weight (if any) shall be placed on missed classes in the computation of final course grades. The instructor must inform students in writing during the first week of the course (e.g., in the course syllabus) of his/her policies on missed classes and related issues, including unexcused absences, make-up examinations, and makeup of work missed during students' excused absences. It is the responsibility of each instructor to identify in his/her syllabus the methods (written, e-mail, and/or voice mail) by which any unexpected student absences should be communicated. Each instructor should provide students with at least two of the aforementioned methods as options to communicate any absences. Instructors' missed class policies must be consistent with the University policy as stated in the paragraph above. The taking of class attendance is at the discretion of the faculty.

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- required participation in University disciplinary procedures
- government-required activities, such as military assignments, jury duty, or court appearances
- in the case of severe weather in which an official agency such as the Sheriff's Department reports that hazardous driving conditions exist and that travel is discouraged or not permitted
- ~~any other absences that the professor approves~~ other absences at the discretion of the instructor

Faculty Responsibilities

It is the responsibility of each instructor to decide what weight (if any) shall be placed on missed classes in the computation of final course grades.

The instructor must inform students in writing during the first week of the course (e.g., in the course syllabus or in the online course management system) of his/her policies on missed classes and related issues, including unexcused absences, make-up examinations, and makeup of work missed during students' excused absences. For students participating in university sponsored activities, instructors will provide such students with reasonable accommodations for completing missed exams, quizzes, and other required work. In courses that allow dropping a low grade or grades, faculty must offer the student reasonable accommodation for making up work missed due to a university-sanctioned activity and may not require that missed work

Students are responsible for complying with the missed class policies of their instructors. Students bear the responsibility of notifying the instructor of a planned absence by one of the methods provided by the instructor. In the event of an emergency or an unavoidably short notice of absence, the student must present the instructor with an approved written excuse upon the student's return to class. Approved written excuses will be at the instructor's discretion, including, but not limited to, doctor's notice, funeral programs, etc. It is strongly recommended that the student use two of the three aforementioned methods (email, writing, or voicemail) to insure that the instructor is properly notified of the planned absence. In the event that the instructor should not receive the student's notification, the student should be prepared to present an alternative excuse. It will be at the instructor's discretion to approve or disapprove of the alternative excuse.

Students are responsible for all material covered in classes they miss, even when their absences are excused as defined above. Students must make arrangements with instructors to complete missed assignments, labs, examinations or other course requirements. In turn, instructors are not to penalize students with excused absences.

be counted as the low grade to be dropped.

It is the responsibility of each instructor to identify in his/her syllabus ~~the at least two methods~~ (e.g., Blackboard, ~~written~~, e-mail, ~~and/or~~ voice mail) by which any unexpected student absences ~~may should~~ be communicated. ~~Each instructor should provide students with at least two of the aforementioned methods as options to communicate any absences.~~

Instructors' missed class policies must be consistent with the University policy as stated in the paragraph above. The taking of class attendance is at the discretion of the faculty.

Student Responsibilities

Students are responsible for complying with the missed class policies of their instructors.

Students bear the responsibility of notifying the instructor of a planned absence by one of the methods provided by the instructor ~~as soon as the student knows of the planned absence~~. ~~It is strongly recommended that the student use two of the three aforementioned methods (Blackboard, email, ~~writing, or~~ and voicemail) to insure that the instructor is properly notified of the planned absence. In the event that the instructor should not receive the student's notification, the student should be prepared to present an explanation ~~alternative excuse~~. It will be at the instructor's discretion to approve or disapprove ~~of the explanation alternative excuse~~. In the event of an emergency or an unavoidably short notice of absence, the student must present the instructor with an approved written excuse upon the student's return to class.~~

Approved written excuses for absences as outlined in the policy include ~~will be at the instructor's discretion, including~~, but are not limited to doctor's ~~note notice~~, funeral program, letter from University office, ~~ete~~, or other excuses per discretion of the instructor.

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(B) Purpose of policy

This policy provides for basic protections and reasonable accommodations for students who miss class with excused absences.

(C) Scope

This policy applies to all undergraduate students. Each college may publish detailed implementation strategies specific to that college.

(D) Procedure

Individual colleges and/or undergraduate programs may have specific procedures to which students must adhere.

absences are excused as defined above. Students must make arrangements with instructors to complete missed assignments, labs, examinations or other course requirements. In turn, instructors are not to penalize students with excused absences.

Students have the right of due process per University Policy 3364-71-05 (undergraduate students).

Provost Responsibilities

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(C) Scope

This policy applies to all undergraduate students. ~~Each college may publish detailed implementation strategies with excused absences.~~

(D) Procedure

~~Individual colleges and/or undergraduate programs may have specific procedures.~~ Each college may publish detailed implementation strategies specific to that college.