



MEMORANDUM

To: Donna E. Shalala, President

From: Richard L. Williamson  
Chair, Faculty Senate

A handwritten signature in blue ink, appearing to read 'Richard L. Williamson'.

Date: March 27, 2012

Subject: Faculty Senate Legislation #2011-45(B) – Proposal to revise the Attendance Policy in the Handbook Section of the *Faculty Manual*

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At its March 21, 2012 meeting, the Faculty Senate unanimously approved the proposal to revise the Attendance Policy in the Handbook section of the *Faculty Manual*. These revisions are intended to clarify that the University attendance policy is mandatory for undergraduate programs but encouraged for graduate and professional programs. This distinction is made because of the unique circumstances surrounding graduate and professional studies. The revisions also clarify University-approved absences related to illness and hospitalization. Finally, a new provision is added addressing failure to abide by the attendance policy, which is intended to encourage compliance with the policy.

BEGIN TEXT

**Attendance**

Except as specifically provided to the contrary, this policy is binding on students and faculty members in undergraduate programs. Schools offering graduate or professional programs, including undergraduate professional programs, are strongly encouraged to adhere to these policies to the maximum extent practicable.

Regular and punctual class attendance is vital for all students. Each ~~instructor~~ faculty member ~~will~~ shall announce during the first meeting of a class, or include in the syllabus or course requirements document for that course, the penalties for non-attendance and for missed ~~quizzes~~ assignments and examinations, since these vary. Any student may be dropped from a course or receive a lowered grade for unauthorized absences that are in excess of those permitted without penalty by the ~~instructor~~ faculty member. Unless a student is absent for a University-approved reason, the ~~instructor~~ faculty member determines whether or not an absence is for an acceptable reason. Within one week of return to school, the student should contact the ~~instructor~~ faculty member about making up missed work. Failure to do so may result in the inability of the student to make up the work missed during the term of absence. It is the student's responsibility to know the ~~instructor's~~ faculty member's policies regarding examinations, penalties for absences, and late or missed work. Nothing in this policy shall preclude faculty members from limiting the total number of student absences for any reason to a reasonable number of absences.

Verification that an absence was approved by the University shall be issued by the appropriate University official, as indicated below. ~~The instructor~~Faculty members in undergraduate programs must allow ~~the students absent for University-approved reasons~~ the opportunity either to make up or be excused from the work missed, without penalty. Approved absences and the means of V~~erification may be as follows~~are:

- (1) A student has participated in an activity approved by the Academic Deans' Policy Council, such as music and debate activity, R.O.T.C. function, or varsity athletic trip. (Issued by the sponsor when authorized by the Executive Vice President and Provost.)
- (2) A student has participated in a special academic activity, such as a field trip or other special event connected with course-work. (Issued by the sponsor when authorized by the Executive Vice President and Provost.)
- (3) A student has been ~~confined as~~ a patient of the Health Center, as certified by the Student Health Service, or has suffered a serious illness or hospitalization, as documented by a note from a physician verifying the illness or hospitalization.

All other reasons for absence from required sessions, including those in accordance with the University's Religious Holy Day policy, are primarily the concern of the student and the ~~instructor~~faculty member. If the ~~instructor~~ faculty member does not accept the reason for absence, the student may initiate an appeal through the chair of the department or director of the program in which the course is offered.

No department or official of the University may schedule for any student or group of students in the name of the University any activity that will entail continuous absence from classes for more than one week during a regular semester. Exceptions to this rule require the prior approval of the Academic Deans' Administrative Council; it is the responsibility of officials desiring such exceptions to make prior arrangements with the Council. If permission is granted, it becomes the responsibility of the official to make sure there is no undue interference with the student's academic work.

A faculty member who fails to abide by this policy or penalizes a student contrary to its provisions may have committed unprofessional conduct, and thus may be subject to a complaint to the COMMITTEE ON PROFESSIONAL CONDUCT under the provisions of Section B4.9 of the Faculty Manual.

END TEXT


This legislation is now forwarded to you for your action.

RW/rh

cc: Thomas LeBlanc, Executive Vice President and Provost  
William Green, Senior Vice Provost and Dean of Undergraduate Education  
David Birnbach, Vice Provost, Faculty Affairs  
Scott Ingold, Associate Vice President and Registrar

CAPSULE: Faculty Senate Legislation #2011-45(B) – Proposal to revise the Attendance Policy  
in the Handbook Section of the *Faculty Manual*

PRESIDENT'S RESPONSE

APPROVED:  DATE: 4-2-12  
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Faculty SENATE

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_  
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_