

Academic Policies Committee
2014-2015

Friday, September 5, 2014
2-3:30pm, Sacramento Hall 275

Members

Stephen Blumberg (Music, A&L)
Anne Bradley (Library, LIB)
Sue Escobar (Criminal Justice, HHS)
VACANT (CBA)
VACANT (ECS)

Jacqueline Irwin (Comm. Studies, A&L)
Todd Migliaccio, Chair (Sociology, SSIS)
Juliana Raskauskas (Child Development, EDUC)
Matt Schmidlein, (Geography, NSM)
Kristin Van Gaasbeck (Economics, SSIS)
VACANT (At-Large)

Non-voting Members

TBD (ASI, Inc.)
Rusty Slabinski (Academic Advising)
Dennis Geyer (University Registrar)
Ed Mills (AVP/Enrollment & Student Services)
Lakshmi Malrouth (Office Acad Affairs)

Don Taylor (Director, Academic Planning & Quality)
Reza Pegahi (Chair, Faculty Senate)
Viridiana Diaz (Director/CAMP)
Kris Trigales (Associate Registrar)
David Evans (Academic Advising)

Agenda

1. Call to Order

2. Open Forum

Brief period for members to raise issues related to the committee charge that are not on today's agenda.

3. Approval of the Agenda

4. Approval of Minutes from May 2, 2014 (Attachment A)

5. Agenda for 2014-2015 year: (Attachment B)

6. Vice Chair Election: And now you get to vote in executive!!!

7. Absence Policy: Policy to protect students when absent or establish an appeals process (Attachment C and D: example policies) (Links are to two other example policies)

https://www.ecu.edu/cs-studentaffairs/dos/excused_absences.cfm

<http://www.umass.edu/registrar/students/policies-and-practices/class-absence-policy>

8. Information Items

9. Meeting Schedule for Fall 2014

September 5
September 19
October 3

October 17
November 7
November 21

December 5

10. Adjournment

**2013-14 FACULTY SENATE
ACADEMIC POLICIES COMMITTEE
MINUTES April 18, 2014**

Approved:

May 4, 2014

Members Present: Blumberg, Migliaccio, Bradley, Slabinski, Schmidlein, Gonsier-Gerdin, Trigales, Escobar, Geyer, Malroutu, Irwin, Van Gaasbeck, Villarreal (for Diaz)

Members Absent: Raskauskas, Hernandez, Evans, D. Taylor, Mills,

Guests: Anderegg

Call to Order: Called to order at 2:00 p.m.

1. Open Forum:

Discussion occurred about where policies that have been sent from the committee are in the process, and why some have not come forward yet in the senate.

2. Agenda Approved: Approved 2:15p

3. Minutes May 2, 2014 Approved: 2:16p

4. APC end of the year report: Committee were accepting of the report, requesting minor amendments to the policy.

5. High Unit Seniors: Discussion concerning the policy and its ramifications occurred. Edits were made to clarify ideas in the policy. Policy was passed unanimously to be submitted to the senate.

6. Absence Policy: Background about the topic were raised. The issue was identified as an important policy that will require in depth discussion over time, which the committee will undertake the beginning of next year.

7. Meeting Schedule for Spring 2014

| | | |
|-----------------------|---------------------|---------------------|
| February 7 | March 21 | May 2 |
| February 21 | April 4 | May 16 (no meeting) |
| March 7 | April 18 | |

8. Adjournment: Meeting adjourned at 3:30pm.

Todd Migliaccio, Committee Chair

APC Agenda 2014-2015

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- Absence Policy or Procedure for Appeals
- Consideration of use of Common Core language in our policies
- Add Major policy/suggestion
 - To give guidance/decision-making to chairs
- Registration Priority
- Information that exists on Academic Transcript
- Definition of “Distinction”

1 **University of Toledo (example policy)**

2 This policy provides for basic protections and reasonable accommodations
3 for students who miss class with excused absences. Students are
4 expected to attend every class meeting of courses in which they are
5 registered. Only in specific, unavoidable situations does the University
6 excuse absences from class: 1) personal emergencies, including, but not
7 limited to, illness of the student or of a dependent of the student [as
8 defined by the Board of Trustees' Policy on Family and Medical Leave], or
9 death in the family; 2) religious observances that prevent the student
10 from attending class; 3) participation in University-sponsored activities,
11 approved by the appropriate University authority, such as intercollegiate
12 athletic competitions, activities approved by academic units, including
13 artistic performances, R.O.T.C. functions, academic field trips, and special
14 events connected with coursework; 4) government-required activities,
15 such as military assignments, jury duty, or court appearances; and 5)
16 any other absence that the professor approves.

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

31 Students are responsible for complying with the missed class policies of
32 their instructors. Students bear the responsibility of notifying the
33 instructor of a planned absence by one of the methods provided by the
34 instructor. In the event of an emergency or an unavoidably short notice
35 of absence, the student must present the instructor with an approved
36 written excuse upon the student's return to class. Approved written
37 excuses will be at the instructor's discretion, including, but not limited to,
38 doctor's notice, funeral programs, etc. It is strongly recommended that

1 the student use two of the three aforementioned methods (email, writing,
2 or voicemail) to insure that the instructor is properly notified of the
3 planned absence. In the event that the instructor should not receive the
4 student's notification, the student should be prepared to present an
5 alternative excuse. It will be at the instructor's discretion to approve or
6 disapprove of the alternative excuse.

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

12 The Provost shall inform faculty in writing of this policy, making clear that
13 instructors bear responsibility for the academic conduct of their classes
14 and for providing reasonable accommodation for students who miss class
15 with excused absences.

1 University of Kansas (example policy)

2 5.2.4.2

3 Excused Absences

4 [US: 11/11/85; 2/9/87; 4/12/04]

5 A student shall not be penalized for an excused absence.

6 The following are defined as excused

7 absences:

8 A.

9 Significant illness of the student or serious illness of a member of the student's household (permanent
10 or campus) or immediate family. The Instructor of Record shall have the right to request appropriate
11 verification.

12 B.

13 The death of a member of the student's household (permanent or campus) or immediate family. The
14 Instructor of Record shall have the right to request appropriate verification. For the purpose of this rule,
15 immediately family is defined as spouse or child or parent (guardian) or sibling (all of the previous
16 include steps, halves and in-laws of the same relationship); and grandchild or grandparent

17 C.

18 Trips for members of student organizations sponsored by an educational unit, trips for University
19 classes, and trips for participation in intercollegiate athletic events, including club sports registered with
20 the university as well as varsity sports. When feasible, the student must notify the Instructor of Record
21 prior to the occurrence of such absences, but in no case shall such notification occur more than one
22 week after the absence. Instructors of Record may request formal notification from appropriate
23 university personnel to document the student's participation in such trips.

24 D.

25 Major Religious Holidays

26 Students are responsible for notifying the Instructor of Record in writing of anticipated absences due to
27 their observance of such holidays.

28

29 Faculty shall give students the opportunity to make up work (typically, exams or assignments) when
30 students notify them that religious observances prevent the students from doing their work at its
31 scheduled time. Faculty should indicate in their syllabus how much advance notice they require from a

1 student requesting an accommodation. Faculty shall use their judgment as to whether the observance in
2 question is important enough to warrant an accommodation, although the presumption should be in
3 favor of a student's request. The Offices of Institutional Diversity, the Dean of Students, and the Ombud
4 are available for consultation.

5 [US: 2/14/11]

6 E.

7 Any other circumstances which the Instructor of Record finds reasonable cause for absence. [US:
8 4/23/90]

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10 Students missing any graded work due to an excused absence bear the responsibility of informing the
11 Instructor of Record about their excused absence within one week following the period of the excused
12 absence (except where prior notification is required), and of making up the missed work. The Instructor
13 of Record shall give the student an opportunity to make up the work and/or the exams missed due to an
14 excused absence, and shall do so, if feasible, during the semester in which the absence occurred. [US:
15 11/10/85 and RC: 11/20/87]

16 If attendance is required by the class policies elaborated in the syllabus or serves as a criterion for a
17 grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours
18 for that course, a student shall have the right to petition for a "W", and the Instructor of Record may
19 require the student to petition for a "W" or take an "I" in the course. [US: 2/9/87; RC: 11/20/87]

20 *

21 If a student has an excused absence on a day when a quiz is given, the instructor may not deny
22 permission for a makeup exam and simply calculate the student's grade on the basis of the remaining
23 requirements.

24 [RC: 8/20/87]

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