

PROBLEM: There is a lack of clarity about the institution's policy with regard to faculty class attendance. Our policy with regard to faculty members notifying the institution when they are absent is not clearly stated.

PROPOSAL: Create two policies, one for students and one for faculty by separating the last two sentences of the existing policy. The proposal also addresses the issue of instructors being absent from class, but not canceling class.

CURRENT HANDBOOK LANGUAGE:

CLASS ATTENDANCE

Students are expected to be present at regularly scheduled meetings of classes and laboratories. The privilege of being excused from class or making up work missed because of absence from the class is granted wholly at the discretion of the instructor. The instructor has the obligation of explaining to his/her class at the first meeting of the group his/her particular requirement as far as class attendance is concerned. Instructors report to the office of the registrar the names of students who have excessive absences for no apparent reason. That office likewise will report to the faculty appropriate information available concerning student absences. Faculty members should make a point of being prompt in their arrival for lectures and discussion periods and hold the students to the same promptness in class attendance. If it is necessary for an instructor to cancel a class, the department head and the dean for academic affairs must be advised of this fact.

PROPOSED HANDBOOK LANGUAGE:

STUDENT CLASS ATTENDANCE POLICY

Students are expected to be present at regularly scheduled meetings of classes and laboratories. The privilege of being excused from class or making up work missed because of absence from the class is granted wholly at the discretion of the instructor. The instructor has the obligation of explaining to his/her class at the first meeting of the group his/her particular requirement as far as class attendance is concerned. Instructors report to the office of the registrar the names of students who have excessive absences for no apparent reason. That office likewise will report to the faculty appropriate information available concerning student absences.

FACULTY CLASS ATTENDANCE POLICY

Faculty members should make a point of being prompt in their arrival for lectures and discussion periods and hold the students to the same promptness in class attendance. If it is necessary for an instructor to cancel **or be absent from** a class, the department head and the dean for academic affairs must **be** advised of this fact.