D4 – Attendance Context

- Only items with changes are presented
- Reviewed by:
  - Academic Affairs Committee; Provost’s Office, Registrar Office, Student Health Center
- Effective Date: The request for this proposal is that it be effective for Semesters, beginning August 2013.
Motion to approve the following changes to Policy D₄ – Attendance

1. Major re-organization of bullet points
2. Insert ‘Leave of Absence’ reference
3. Delete Student Health Center text
4. Re-word instructor’s class list requirements
5. Insert duplicate bullet from student responsibilities into instructor responsibilities
6. Delete bullet about exit interviews and replace with reference to D 18 Leave of Absence
7. Clarify text – Expulsion from Class
8. Delete part of bullet and insert D 17 reference
1. Reorganization

- Original content was one bulleted list.

- New format is divided into two bulleted parts: Student Responsibilities and Instructor Responsibilities.

- Most bullets have no changes.

- Any modifications are covered in other parts of this motion.
2. Insert reference

- This policy covers attendance, and the assumption is that it is about courses since it refers to attending class.
- Some bullets talk about official withdrawal and this could be confused with the concept of withdrawing from all courses which comes under ‘Leave of Absence’ policy.
- For clarity a reference has been added to policy D18 – Leave of Absence
3. Delete Student Health Center (SHC) text

- As per Brooke Durland – Director SHC the existing statement in D4 is no longer done – health information release issues

- Delete following bullet
  Student Health center will notify the department or school concerned when it is known that a student will be absent for several days, or an extended period, because of illness’
4. Re-word instructor class list(s) instructions

- Current text
  - ‘Each faculty member is required to check and correct classlists every quarter as directed by the registrar’
  - This no longer happens in this way in new system and has been reworded:
- Revised
  - Each instructor is required to review their class lists every term and report non-attending students to the Office of the Registrar
5. Insert same bullet into Instructor responsibilities

- No change to existing bullet. Moved under Student responsibilities
- Same comment that is under students (D4.1.E) added to Instructor responsibility for clarity since it refers also to instructor responsibility
- Bullet in both with no changes is
  - In those sponsored programs which require class attendance of students, it is the student's responsibility to request weekly verification of attendance. In such programs the faculty are expected to honor such requests.
Delete

- Each advisor or department head should conduct an exit interview with withdrawing students. For the student’s benefit, the advisor or department head should make certain that the student has competed all official withdrawal procedures’

- Replace with reference to policy D18 – Leave of Absence
7. Clarify text in Expulsion from Class

- Current
  - ‘An instructor may expel a student from class for no more than one class session. If the instructor wishes to exclude the student for a longer period, a recommendation must be made in writing to the head of the department in which the student is registered’
  - Modified for clarity. Often confusion in old statement about whether in current policy ‘registered’ means the student’s home department or department offering the course. Intent is department offering the course.

- Modify to
  - …. head of the department in which the course is offered
Appeal of a sustained expulsion for longer than one class session can be made by the student to the dean of the college in which the course is offered and/or the Academic Conduct Committee of that college with a final appeal to the Institute Appeals Board.

Insert policy D17 reference

Appeal of a sustained expulsion for longer than one class session can be made by the student. See Policy D17 (insert final correct title) Academic Conduct and Appeals.
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