

MEMORANDUM

Senate Executive Committee, Bob Fossum, Chair

FROM: Conference on Conduct Governance, Nicholas Burbules, Chair

DATE: April 12, 2002

CG.02.02

Attached you will find our proposed changes to Rule 34, on Class Attendance (CG.02.02). This is a completely reworked version of a change first proposed nearly two years ago.

After previous discussions with the Educational Policy Committee, CCG has rewritten the changes to narrow their scope. The committee on University Student Life, Dean of Students Riley and Vice Chancellor for Student Affairs Askew have all commented and made suggestions about this text.

Together, these changes are meant to clarify the procedures a faculty member can follow if, after repeated absences, he or she wishes to drop a student from a class (so that an opening can be created for another student waiting to get in, for example). These changes do not obligate a faculty member to do this, and they neither add nor subtract any new faculty powers not already written into the Code. They merely simplify the process for those who do wish to enforce current attendance policy.

In previous exchanges, it became clear that some faculty do not wish to enforce these rules strictly, and that in many faculty members' minds class attendance is already voluntary, in effect. We point out that this is not in fact what the Code says, but faculty may certainly manage their classes as they wish. Those who do not wish to apply these procedures are under no requirement to do so. For those who do, these are simpler and less cumbersome.

REVISED RULE 34, CLASS ATTENDANCE
of the
CODE OF POLICIES AND REGULATIONS
APPLYING TO ALL STUDENTS

Conference on Conduct Governance

Final Draft

April 9, 2002

(In the following draft underlined text is new. Material omitted from current Rule 34 appears ~~stricken out~~. The remaining text is taken from current Rule 34.)

34. CLASS ATTENDANCE

A. All Students

1. Regular class attendance is expected of all students at the University of Illinois.
 2. Instructors are strongly encouraged to make a course syllabus available to all students prior to the deadline for an undergraduate student to add a course (see current term Timetable for specific date). A syllabus should include the due dates of all major assignments, quizzes, and examinations. The student is encouraged to inform his or her instructor of any known conflict as soon as possible but no later than one week before the date of the quiz or examination, or due date of the assignment. (Note that conflict policies stated in the syllabus take priority over this rule.) A syllabus also should include the instructor's attendance policy, if any. The student is obligated to inform his or her instructor of any conflict at least one week following the distribution of the syllabus or by a later deadline specified by the instructor.
 - ~~3. The University does not have an established policy on excused absences. Instructors should accommodate any student who is absent from class or misses a work assignment for reasons beyond the student's control such as illness, death in the family, or other such emergency.~~
 - ~~4. University policy and state law require that all instructors reasonably accommodate conflicts with class attendance and work requirements resulting from a student's religious beliefs, observances, and practices. (See Rule 24.)~~
3. Excused absences include those resulting from:
- a. illness, death in the family or other emergency, or other reasons beyond the student's control; and
 - b. a student's religious beliefs, observances, and practices. (University policy and state law require that all instructors reasonably accommodate conflicts

with class attendance and work requirements resulting from a student's religious beliefs, observances, and practices. (See Rule 24.))

4. Instructors must reasonably accommodate students whose class absence resulted from formal participation in scheduled activities of officially recognized groups such as athletic teams, ~~and~~ performing groups, and the Urbana-Champaign Senate. Policy governing class attendance of student athletes, as adopted by the Senate, is found in B below.
5. For excused absences, the student must provide an explanation to the instructor and supply supporting evidence as required by the instructor. The student must make arrangements with the instructor to make up missed work expeditiously. Rule 82 for information about absence from final examinations and Rule 83 for information about absence from evening, midterm, and hourly examinations.)
6. Instructors shall hold all students who miss class for religious or University sponsored activities to the same standard. Accommodating absences for groups but not others amounts to invidious discrimination and is against University policy. (See Rule 1.)
7. The instructor decides when a student's ~~absence~~ attendance becomes irregular. In this case, the instructor may send oral, written, or electronic notice of the student's irregular attendance to the Dean of the student's college. The Dean shall then notify the student by electronic, campus, or United States mail. The notification may be in the following form

_____ has notified this office that your attendance in
has become irregular. Please contact the instructor
immediately. The instructor may refuse to grade, return, or record any
assignment, quiz, or examination until your have met with the instructor to
discuss your attendance problem.

8. If, after receiving a notice described in 7 above, a student's attendance continues to be irregular, the instructor may report this fact to the student's college dean. The dean of the student's college, in consultation with the instructor, may determine that the student's attendance has become so irregular that the student's scholarship is likely to be severely impaired ~~so as to make continuation in the course unprofitable~~. The dean may require the student to withdraw from the course with a grade of W or F. (See Rule 47.)

9. General Provisions

- a. A student may notify the ~~emergency dean~~ Emergency Dean, Office of the Dean of Students, if the student will be unavoidably absent from class because of illness, death in the family, or other emergency. The emergency dean will pass this information along as is appropriate. The student's college may forward this information to instructors. This communication is meant for information and does not ~~imply~~ certify the validity of the student's reason for absence.
- b. Class absences before and after vacations are treated like any other absences during the semester.
- c. Regularly scheduled classroom or laboratory work shall have precedence over instructional field trips except on the second Saturday of each month.
- d. Because McKinley Health Center does not provide medical excuses, instructors should be aware that a student may not be able to provide formal documentation for minor illnesses. For more serious or extended medical absences, the student should advise the instructor at the earliest possible opportunity. The student should provide supporting evidence for serious or extended medical absences as appropriate. The Dean of Students should serve as a resource when medical confidentiality might limit what can be shared with the instructor. Students who will be absent from classes due to

an extended illness or hospitalization, or who are required to recover at home or other extended care facility, also should contact the Emergency Dean, Office of the Dean of Students, as soon as possible with this information.

B. Student-Athletes

1. The Athletic Board of the Urbana-Champaign Faculty-Student Senate has delegated authority to review and approve or disapprove schedules for all intercollegiate athletic contests that involve participants from the Urbana-Champaign campus to the Academic Progress and Eligibility Committee (APEC). Each athletic team schedule must adhere to APEC guidelines for approved absences and must be submitted to APEC for approval.
2. The maximum number of school days absent during a semester for each team cannot exceed ten, not including estimates for championship and other postseason events.
 - a. A school day is considered any day classes are scheduled during the semester, including Reading Day.
 - b. No away athletic events are allowed during final examination periods.
 - c. Any waivers of these regulations require the approval of the Athletic Board at the time of scheduling.
3. Questions about these policies should be directed to either the Division of Intercollegiate Athletics' Academic Service Office (333-2240) or the chair of the Academic Progress and Eligibility Committee.