April 24, 2018

To: Dean Van Galen, Chancellor
   116 North Hall
   University of Wisconsin – River Falls

From: Mialisa Moline, Chair
       Faculty Senate
       University of Wisconsin – River Falls

Re: UWRF Faculty Senate Motion 2017-18/124

The following motion was approved with 19 in favor, 0 opposed, and 0 abstentions by the Faculty Senate on April 18, 2018:

Motion from Academic Standards Committee (Imtiaz Moosa, Chair) to approve the attached changes to the attendance policy - 9.2.13 Attendance Policies.

☑ Approved

☐ Disapproved

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Dean Van Galen, Chancellor

Date 4/25/18
Motion to amend chapter 9 of the Faculty and Staff Handbook to create an attendance policy

Current Language:

9.2.13 University Sponsored Off-campus Activities and Field Trips

Criticism arises due to the interruption of student programs by off-campus activities, especially during the spring term. Staff members can lessen criticism by careful scheduling. Scheduling field trips on Saturday is recommended or, if a weekday is essential, varying the hours and the days. Such activities should not be scheduled during the final exam period or one week prior to final examinations.

Students will not be penalized for missing class in order to participate in University-sanctioned events. If class attendance is a requirement, missing a class in order to participate in a University-sanctioned event will not be counted as an absence. Such absences do not relieve the students of any of their class responsibilities (e.g., homework, exams, lecture notes, etc.). Students are responsible for completing course requirements that are due on the dates of University-sanctioned events per prior agreement with the instructor.

A University-sanctioned event is defined to be any extracurricular event (e.g., educational field trips or conferences, theatrical performances, intercollegiate athletic contests, musical performance or tours, etc.) as approved by sponsoring Department and the Provost and Vice Chancellor for Academic Affairs or designee. Such activities should not be scheduled during the final exam period or one week prior to final examinations. Prior written notice of the student's absence due to a University-sanctioned event will be provided to the instructor by the sponsoring department.

Departments sponsoring such events are responsible for obtaining the Provost and Vice Chancellor's approval prior to an event for it to be determined as sanctioned. Faculty should consult the Provost's website for details regarding the process required to obtain approval for a university sponsored off-campus activity or field trip. [FS 13/14-19]

9.2.13.1 Policy on Class Absence due to Military Service

Students shall not be penalized for class absence due to required military obligations, as long as such class absence does not exceed 10% of course contact hours. Special permission for additional time may be granted by the instructor. Students are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the instructor to verify the reason for the absence. The instructor is responsible for providing reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. In all cases, the student is responsible for completing all course requirements.
Proposed Language is below.

Notes (not part of the motion):

1. The current 9.2.13 is being replaced with new “attendance” language (i.e. “Attendance Policies”).
2. The current 9.2.13 is being moved to 9.2.13.4. No changes in the language in the language being moved is recommended.
3. 9.2.13.1 is all new language. This is taken partially from UWGB policy language, UW-La Crosse, and UWRF administrative policies (see appendix for relevant language).
4. 9.2.13.2 is all new language designed to ensure we are in compliance with Title IX requirements.
5. 9.2.12.1 has been renumbered to 9.2.12.3. No other changes to this section are proposed.

9.2.13 Attendance Policies

9.2.13.1 General Student Attendance Responsibilities

A student is expected to attend all class sessions, and must be registered for class before attending. Students should also be mindful of class attendance policies for each of their classes. These details are available in each class syllabus.

If, for any reason, a student is unable to attend the first meeting of any class, he or she is responsible for notifying the instructor(s), in writing, of the reason for nonattendance and indicate intentions to complete the course. Failure to attend the first meeting of any class may result in an administrative drop by the instructor. For on-line classes, faculty will be monitoring whether a student has logged into and participated in the course in some way within the first 48 hours of the semester, and failure to participate may result in an administrative drop by the instructor.

If a student is absent, the student must contact all instructors directly and in a timely manner (e.g. email, telephone call, or in person). It is the student’s responsibility to contact each instructor. In all cases, the student is responsible for completing all course requirements.

If a student is incapacitated, a representative should contact the Provost’s Office (phone: 715-425-3700; email: provost@uwrf.edu). That office will inform the instructors involved of the absence. This serves as notification only, not necessarily a formal excuse.

Students should consult section 9.2.17 and 9.2.18 of the Faculty and Staff Handbook for additional information related to how non-attendance affects grades.

Students should also consult the other sections of 9.2.13 of the Faculty and Staff Handbook for additional information about attendance policies.

Failure to attend class does not alter financial obligations. Registered students are obligated to pay all fees and penalties (e.g. tuition and student fees, late fee, finance charges).
9.2.13.2 Title IX Accommodations

Student retain any and all Title IX or other compliance protections related to class attendance. Title IX prohibits discrimination based on parental status. Students who are parents or who are pregnant are protected from discrimination under parental status (34.C.F.R.106.40(a)), and may request the following: a larger desk, breaks; during class; a stool or chair instead of standing; temporary access to elevators; rescheduling tests or exams; housing or residential living accommodations; excused absences for pregnancy or related conditions (both male and female); submitting work after a deadline missed due to pregnancy or childbirth; allowing excused absences for parenting students (male and female) who need to take their children to a doctor’s appointment or to take care of a sick children; accommodations involving lab classes, which should be determined on a case by case basis in consultation with the academic department; or alternate course materials if necessary. Following the foundation of ADA, which provides the basis for reasonable academic adjustments, reasonable accommodations are determined in conjunction with the students, the Manager of Ability Services, the faculty member, the Title IX Coordinator, and any appropriate medical personnel. Regardless of the need for the accommodations, the fundamental alterations to a course, the specific academic degree, or university requirements will not be approved. UWRF will work with students to accommodate pregnancy and parenting responsibilities; however, the students must be mindful of their responsibilities as a student.

9.2.13.3 Policy on Class Absence due to Military Service

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9.2.13.4 University Sponsored Off-campus Activities and Field Trips

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