

## **Article II. Academic Work and Its Evaluation**

### **Section 1. Recorded Evaluation of Student Performance**

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2.1.2 Information about the basis for evaluating students' performance and about the requirements that students must fulfill shall be made available to students, in print or electronic format by the 10<sup>th</sup> class day of the semester or, for summer or short courses, by the 5<sup>th</sup> class day.

This requirement does not apply to discussion sections or labs for which a separate grade is not given, or to courses that meet by appointment, such as thesis, dissertations, directed studies, and directed projects. Students who are not in class when such information is provided are responsible for knowing it. Students are also responsible for subsequent announcements about course content and grading policies. This information should not be considered a contract; the information may be revised as the course progresses, provided students are given timely notice of such revisions.

### **Section 2. University Excused Absences**

2.2.1 The responsibility for class attendance rests with individual students. Students are expected to attend classes regularly and meet all requirements set by the instructor. Students are responsible for planning their schedules to avoid excessive conflicts with course requirements. Attendance policies may vary for individual instructors and shall be included in the course syllabus.

2.2.2 A university excused absence is an absence for which a student cannot be penalized and shall receive an accommodation for completing the missed work. University excused absences apply to all course requirements, including any final examinations, quizzes, in class work, and tests other than final examinations. In cases where part of a class grade is based on attendance, a student shall not be penalized for missing class due to a university excused absence.

2.2.3 Legitimate reasons for a university excused absence include:

- religious observance
- required military service
- illness or injury
- personal verifiable mental health or medical crisis or that of a relative or friend,
- unforeseen life event or compelling circumstances beyond the student's control (e.g., divorce, birth or adoption of a child, death, loss of employment, sexual assault, domestic violence).
- academic field trips
- participation in university activities at the request of university authorities (e.g. an approved concert or athletic event)
- jury duty or officially mandated court appearances
- professional association or conference participation

2.2.4 Students are responsible for informing their instructors of an absence before the absence occurs, including providing verifiable documentation with as much advance notice as possible, or if not possible prior to, as soon as possible after the absence. In the case where a student does not want to disclose specific details of the verifiable absence to an instructor, the student may use the Student Support and Case Management Office and the Student Access Center to assist in the verification of an excused absence. In these cases, the Student Support and Case Management Office and the Student Access Center will provide confirmation to the instructor

verifying the excused absence without providing specific details of the reason. In the case where a student has an unforeseen life event or medical/mental health emergency that requires the student to be away from campus for more than three days and the student is unable to communicate to their faculty, the Student Support and Case Management Office and the Student Access Center will assist in notifying the instructor.

2.2.5 For a verified excused absence, the instructor will provide the student with appropriate assistance and counsel about completing missed assignments and class material. The instructor is not required to waive essential or fundamental academic requirements to accommodate a student's absence, and a student is responsible for fulfilling all course requirements mutually agreed upon, including completing any makeup work resulting from their absence. A makeup assignment must be equitable and equivalent in substance and rigor to that missed and offered in a reasonable timeframe. The instructor and student must agree on a time and place for makeup work as appropriate, which must not interfere with the student's regularly scheduled classes. If makeup work is not feasible, the instructor will provide an alternate accommodation for excused absences. Alternate accommodations will be mutually acceptable by both the student and the instructor of the course.

2.2.6 Students who feel that they have unfairly been denied either excused absence or appropriate accommodation for an excused absence should first seek to resolve the disagreement with the course instructor. If the student and instructor are unable to find a mutually agreeable resolution, the student may contact the Chair of the Department, or Dean if there is not a Chair. A final grade appeal may be made to the University Senate Judicial Board.