

Proposed Changes to sections of SR 5.2.4 to clarify the rules pertaining to excused and unexcused absences, as well as defining what attendance means for online courses.

Background: (reference the Ombud report to the Senate)

5.2.4.1 Attendance and Completion of Assignments (added to this section)

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A. Defining attendance for online courses. Students are considered to be in attendance in an online class when the individual does any one of the following, as pertaining to the course and required by the instructor of record:

- * Participates substantively in online discussions about academic matters,
- * Participates in synchronous lecture, recitation, discussion or guest speaker sessions,
- * Communicates with the instructor of record,
- * Submits and completes required work,
- * Participates in required collaborative work with students,
- * Completes quizzes or tests,
- * Participates in any other activity required by the instructor of record.

Merely logging into a course does not constitute participation. Moreover, a student is considered absent from an online course if they fail to engage in any one of these activities, if required.

5.2.4.2 Excused Absences (relevant portions from this section)

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Students missing any graded work due to an excused absence bear the responsibility of informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The Instructor of Record shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred. [US: 11/10/85 and SREC: 11/20/87]

~~If attendance is required by the class policies elaborated in the syllabus or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one fifth of the class contact hours for that course, a student shall have the right to petition for a "W", and the Instructor of Record may require the student to petition for a "W" or take an "I" in the course. [US: 2/9/87; SREC: 11/20/87]~~

- ~~* If a student has an excused absence on a day when a quiz is given, the instructor may not deny permission for a makeup exam and simply calculate the student's grade on the basis of the remaining requirements. [SREC: 8/20/87]~~

The instructor shall provide the student with an opportunity to make up the graded work (e.g., quiz, exam, homework, etc.) and may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing.

If an attendance policy is not stated in the course syllabus and attendance is not a criterion for a grade in a course, then the Instructor of Record shall not take any account of a student's excused or unexcused absence from class when assigning a grade.

If the course syllabus defines either policies that require class attendance or a grading standard that determines a student's grade based in part on class attendance, the following rules apply:

- * Excused Absences: If a student has excused absences in excess of one-fifth of the class contact hours for that course (participation activities for an online courses, as defined in 5.2.4.1 A), the student shall have the right to petition for a "W", or the Instructor of Record may award an "I" for the course if the student declines to petition for a "W" [US: 2/9/87; SREC: 11/20/87].
- * Unexcused Absences: The Instructor of Record shall define any course policy relating to unexcused absences in the course syllabus. If a policy is not stated in the course syllabus or the policy does not allow for a penalty to the student, the Instructor of Record shall not penalize the student for any unexcused absences.

With respect to nonattendance for reason of an employment-related schedule conflict, the student who is a UK employee has exactly the same standing as a student who is working for some other employer. [SREC: 9/17/2012]