

Senate Council

July 20, 2020

Discussion on Attendance Policies - What it Means to Attend
Snippets of Applicable Senate Rules

[SR 5.2.4.2.1 \("Acceptable excuses"\)](#)

[SR 5.2.4.2.2 \("Making up graded work"\)](#)

[SR 5.2.4.2.3 \("Effect of absences on graded interactions with other students"\)](#)

[SR 5.2.4.2.3.1 \("Excused Absences"\)](#)

[SR 5.2.4.2.3.2 \("Unexcused Absences"\)](#)

[SR 9.1 \("ABSENCE"\)](#)

5.2.4.2 Excused Absences

[US: 11/11/85; 2/9/87; 4/12/2004]

A student shall not be penalized for an excused absence.

5.2.4.2.1 Acceptable excuses

The following are defined as excused absences:

1. Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification.
2. The death of a member of the student's household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification. For the purpose of this rule, immediate family is defined as spouse or child or parent (guardian) or sibling (all of the previous include steps, halves and in-laws of the same relationship); and grandchild or grandparent.
3. Trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, including club sports registered with the university as well as varsity sports. When feasible, the student must notify the Instructor of Record prior to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors of Record may request formal notification from appropriate university personnel to document the student's participation in such trips.
4. Major Religious Holidays. Students are responsible for notifying the Instructor of Record in writing of anticipated absences due to their observance of such holidays. Faculty shall give students the opportunity to make up work (typically, exams or assignments) when students

notify them that religious observances prevent the students from doing their work at its scheduled time. Faculty should indicate in their syllabus how much advance notice they require from a student requesting an accommodation. Faculty shall use their judgment as to whether the observance in question is important enough to warrant an accommodation, although the presumption should be in favor of a student's request. The Offices of Institutional Diversity, the Dean of Students, and the Ombud are available for consultation. [US: 2/14/11]

5. Interviews for full-time job opportunities after graduation and interviews for graduate or professional school. The student must notify the Instructor of Record prior to the occurrence of such absences. Instructors of Record have the right to request appropriate verification. [US:3/20/2017]

* "Appropriate verification" may include evidence that the student had little or no control over the date and time of the interview and that the student is not able to reschedule the interview to a nonconflicting time reasonably close to the originally scheduled time. [SREC: 4/1/2017]

6. Any other circumstances which the Instructor of Record finds reasonable cause for absence. [US: 4/23/90]

5.2.4.2.2 Making up graded work

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]

* 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. [SREC: 8/20/1987; US: 2/8/2016]

5.2.4.2.3 Effect of absences on graded interactions with other students

If the course syllabus does not require students to interact with other students, an instructor, or an instructor's proxy, and if such interactions are not a criterion for a grade in the course, then the Instructor of Record shall not take any account of a student's excused or unexcused absence from such interactions when assigning a grade. [US: 2/8/2016; 2/12/2018]

If the course syllabus requires students to interact with other students, an instructor, or an instructor's proxy or if such required interactions are a criterion for a grade in the course, the following rules apply:

5.2.4.2.3.1 Excused Absences

If a student has excused absences for the dates and times associated with more than one-fifth of the required interactions for a course, the student shall have the right to receive a "W", or the Instructor of

Record may award an “I” for the course if the student declines to receive a “W” [US: 2/9/1987; SREC: 11/20/1987; US: 2/8/2016; 2/12/2018].

* “Required interactions” (SR 5.1.8.3, SR 5.2.4.2, and SR 9.1) are interactions that, if not completed at or by their specified date and time, would penalize a student in a course. Interactions may include, but are not limited to, student engagement with other students (e.g., participating in an in-class or online discussion), engagement with the instructor (e.g., attending class), or engagement with an instructor’s proxy (e.g., attending a guest lecture or uploading a file to the course management system) [US: 2/12/2018].

5.2.4.2.3.2 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. [US: 2/8/2016]

* 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]

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### **9.1. ABSENCE**

Failure to participate in a required interaction at or by a specified date and time. (See SR 5.2.4.1 and SR 5.2.4.2.) [US: 2/12/2018]

\* “Required interactions” (SR 5.1.8.3, SR 5.2.4.2, and SR 9.1) are interactions that, if not completed at or by their specified date and time, would penalize a student in a course. Interactions may include, but are not limited to, student engagement with other students (e.g., participating in an in-class or online discussion), engagement with the instructor (e.g., attending class), or engagement with an instructor’s proxy (e.g., attending a guest lecture or uploading a file to the course management system). [US: 2/12/2018]