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Class Attendance & Excused Student Absences

1 message

Provost Email <provost@lssu.edu>

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Faculty,

Please take a moment to review the Class Attendance and Excused Absence Policy. Contact the Provost's Office with questions.

Deans/Academic Assistants,

Be sure to share the attached with your adjunct instructors as well.

Referencing LSSU's policy on class attendance (*2017 LSSU Catalog*), **official** excused student absences by the Provost pertain to those absences due to a student's participation in a sanctioned University function. For such functions, faculty receive an excused absence notification from the from the Provost's Office.

It is up to each professor to state in his/her course syllabi what will be the professor's expectation for class attendance and the professor's excused absence policy. It is **not** within the Provost's desired purview to evaluate and justify each student's absence to that student's professor. To that end, we have streamlined the absence reporting process. Dealing with student absences is the responsibility of the professor. The student's responsibility is to explain the situation and circumstances to the professor. If documentation from the student is desired, it should come directly from the student to the professor. Of course, fair evaluation of a student's absence is expected.

Faculty must honor a university excused absence covered by this policy and allow the student an opportunity to catch up/make up work missed. This policy excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practicums or internships. For those courses, the maximum number of absences will be determined by the department chair or Dean and be clearly stated in the course syllabus. This policy does not supersede program accreditation requirements.

Requiring a student to obtain a written excuse from the health center for a minor illness that would not normally require medical attention is unacceptable. This fills appointments at the Health Care Center that could be utilized by students who are ill and takes up precious time from our Health Center staff.

In the event that a student's absence is due to an unforeseen emergency, such as a sudden illness, injury, hospital admission, unscheduled surgery, family emergency or death in the family, the Provost's Office will be the central contact as a service to our students. We will notify the student's professors of the situation, usually by email. Such notifications are intended to inform faculty that the Provost's Office has received notification from the student, family member,

resident assistant, University official, or health care provider. The student will be instructed to speak to their faculty members directly to arrange for make-up accommodations upon their return.

Student Rights and Responsibilities

Students are not to be penalized if absent from an examination, lecture, laboratory, or other activity because of an excused absence. However, students are fully responsible for all material presented during their absence.

- Students shall inform their faculty of dates they will miss class due to an excused absence prior to the date of that anticipated absence. When activities (such as athletic competition schedules) are known prior to the start of a term, students must provide this information to instructors during the first week of class. This schedule should be presented in writing. For other university excused absences students must provide each instructor at the earliest possible time the dates that they will miss.
- Make-up work
 - It is the responsibility of the student to request from the faculty member an opportunity to complete missed assignments, activities, labs, examinations or other course requirements in a timely manner.
 - Students are responsible for all material covered in classes that they miss, even when their absences are excused, as defined above.
 - Missed classroom activities will be rescheduled at the discretion of the faculty member as noted in the course syllabus.
- Students should be aware that excessive absences—whether excused or unexcused—may affect their ability to do well in the class (es).
- Any student who feels that he or she has been treated unfairly concerning absences may appeal via the unit's appeal procedure or the Dean.

Faculty Responsibility

Faculty are expected to provide opportunities for students to make up examinations and other work missed because of an excused absence.

- Faculty are responsible for providing students with an equitable way to make up missed work due to an absence excused by this policy.
- Faculty should inform students in a timely manner of procedures to make up missed work, e.g., including the information in the course syllabus.
- Faculty may not penalize students in any fashion for absences excused by this policy.
- If the faculty member believes that the number of excused absences will prevent the student from fulfilling the learning experience/mastery that a course requires, the faculty member may advise the student to withdraw from the course prior to the official published withdrawal date.

Best wishes for a productive semester, DRF

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