

DRAFT FOR CONSIDERATION AND DISCUSSION PURPOSES ONLY

Proposed ASU Jonesboro Policy

Effective Date: Pending

Subject: ASU Jonesboro Class Attendance policy

1. Purpose

To provide clarification to current ASU class attendance policy to assist faculty in determining excused and/or unexcused absences related to off-campus activities that may be university-related.

2. Submitted by the ASU Jonesboro Faculty Senate

3. Background

On January 18, 2013 a request was brought to the Jonesboro Faculty Senate regarding a need for clarification to the current ASU class attendance policy. This clarification would help guide faculty in decisions relating to excused/unexcused absences for students attending off-campus activities. Off-campus activities may be educationally worthy and provide student learning. Such activities may even be sponsored by outside organizations. A policy would provide guidelines as well as procedures for such events. Current ASU class attendance policy is below (in green) with suggested additions (in Red).

4. ASU Class Attendance Policy (Student Handbook 2012-2013; pg. 27)
Suggested Changes

Class Attendance Policy

Students should attend every lecture, recitation and laboratory session of every course in which they are enrolled. Students who miss a class session should expect to make up missed work or receive a failing grade on missed work. It is the practice of Arkansas State University to allow students to participate in university sponsored academic or athletic events **or approved activities**, even when those events cause them to be absent from class. **These events or activities should include any activity deemed educationally worthy by appropriate faculty and/or administration. The absence for such activities must be approved by the instructor prior to the absence and all coursework must be completed by date and time determined by the instructor. In some cases completion of work may be required prior to the activity. Supportive documentation or evidence of participation may be required by the instructor.** Students participating in university sponsored academic or athletic events will not have those days counted against their available absences and will be given reasonable opportunities to make up missed assignments and exams.

Students enrolled in freshman or sophomore level courses numbered 1000 or 2000 may during the spring and fall semester miss no more than twice the number of lectures, recitations, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Students who miss more than the maximum number of freshman or sophomore level classes may be assigned a grade of "F" for the course. Students who may be assigned a grade of "F" in a course because of excessive absences may withdraw from the course without penalty before the deadline for dropping an individual course. In determining whether excessive absences should result in a failing grade, consideration shall be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and extenuating circumstances related to such absences.