

FACULTY SENATE SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 2021-A-XX

**Approved by the Faculty Senate
DATE**

BRIEF SUMMARY: This bill revises the existing policy for the “Class Attendance Policy” portion of the faculty handbook.

Revising Policy for “Class Attendance”

BE IT RESOLVED THAT: Subject to the passage of this bill, the Policy section of Chapter 3, Section C, Subsection 4 of the *Faculty Handbook* will be amended by replacing the existing content with the content below.

TITLE OF SECTION: Class Attendance Policy

Students are expected to attend all classes and to complete all assignments for courses in which they are enrolled. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a University-sanctioned activity, the instructor will provide an opportunity for assignment makeup. However, it is the instructor's discretion to provide, or not to provide, makeup work related to absences for any other reason.

A student not present for class during the entire initial week of a scheduled course may be removed from that course roster unless notification by the student is provided to the course instructor by the end of the first week.

Military-affiliated students returning from active duty may petition to start courses up to two weeks after the beginning of a 16-week semester (or the equivalent length for shorter terms). Those called to active duty before the end of the semester may choose to continue enrollment, receive an incomplete grade, or apply for a military withdrawal from the university. The choice must be made in consultation with, and approved by, the applicable instructors. Students should also consult with Student Financial Services prior to making any changes in their enrollment. The Office of Military and Veteran Affairs (OMVS) can assist students or faculty with these processes.

Amended by Faculty Senate Bill 12-A-18 April 4, 2012, Reviewed by President April 23, 2012, Approved by Board of Regents May 12, 2012

Action	Date
Introduced to Senate	10/20/2021
Second Senate Meeting	
Faculty Senate Vote	
President’s Review	
Board of Regents Approval	
Posted to Faculty Handbook	