

**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 22-A-2**

**Approved by the Faculty Senate  
November 3, 2021**

**BRIEF SUMMARY:** This bill revises the existing procedures for the “Class Attendance Procedures” portion of the faculty handbook.

**Revising Procedures for “Class Attendance”**

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

Faculty are encouraged to keep records of course attendance. Faculty must be able to document the last date of a student’s activity in the course, as this information may be required by Student Financial Services or other offices in connection with students receiving certain types of federal funds.

A student who is does not attend class during the first week of a course may be removed from the course through the online attendance verification process. Attendance is defined as:

1. Physical attendance in a face-to-face course.
2. Completing an online assignment, forum, or quiz in an online course.
3. Making course-related contact with the instructor of record during the attendance review time period.

Students returning from active duty may petition instructors to start a course up to two weeks after the beginning of a 16-week course, or one week for an 8-week course. Due to the compressed nature of 6-week and 4-week terms, late-start petitions for such classes will not be considered if more than two class sessions must be missed. The request for a late start must be submitted to instructors no later than one week prior to start of the affected term.

1. Students must submit verification of the return date to instructors via a copy of their official military/reservation orders or their Discharge from Active Duty Paperwork (DD214). Instructors may contact the OMVS for assistance interpreting any documentation provided by the student.
2. Instructors, in consultation with their department chair, will determine whether a late start is feasible for their respective courses.
3. If approved, instructors will set up a written academic agreement with the student detailing the timeline of submission for any missed assignments, projects, or exams. Failure to adhere to this timeline will result in no credit being given for those items.
4. If a student’s return is delayed beyond the originally requested start date, the student should apply for a military withdrawal. Students should contact the OMVS for assistance with this process.

Students called to serve on Active Duty orders during a semester and who must leave any time after the midpoint of the term may request one of the following options:

1. Continued enrollment: The student may complete the course early or, if deemed feasible by the instructor, switch to an alternate course delivery mode. The instructor will establish an academic agreement detailing the timeline for required or alternate assignments, projects, and exams.
2. Receive an Incomplete (I): Students may pursue an Incomplete with permission from the instructor. Students will work with the instructor to compile a list of assignments, projects, and exams needed to complete the course. Students will have up to one full 16-week semester following the release from active duty to complete the course, or the incomplete will revert to a failing grade. If the orders span into or beyond the full term subsequent to that in which the incomplete is issued, the student may either request an extension of up to one additional semester or file for a military withdrawal.
3. Apply for military withdrawal: Students applying for a military withdrawal should contact the OMVS for assistance with this process.

*Amended by Faculty Senate Bill 12-A-19 April 4, 2012, Reviewed by President April 23, 2012, Posted for 15 Day Review April 2012*

| <b>Action</b>              | <b>Date</b> |
|----------------------------|-------------|
| Introduced to Senate       | 10/20/2021  |
| Second Senate Meeting      | 11/3/2021   |
| Faculty Senate Vote        | 11/3/2021   |
| President's Review         | 11/30/2021  |
| Board of Regents Approval  |             |
| Posted to Faculty Handbook |             |