



**FACULTY SENATE PROPOSAL  
FSP 2021/2022-003**

**I. Proposal Name**

**FACULTY HANDBOOK CHAPTER 3.1 PROPOSED REVISIONS**

**II. Committee Assigned/Sponsoring Committee**

Faculty Handbook and Academic Affairs

**III. Proposal Statement**

The Faculty Handbook and Academic Affairs Committee has attached proposed changes (3.1 Class Attendance) to the handbook.

**IV. Background and Justification**

The Faculty Handbook Editorial Board has proposed the attached changed to the Faculty Handbook.

**V. Office(s) Affected**

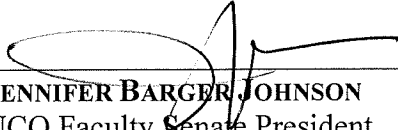
UCO Faculty Association

*This proposal submitted to the UCO Faculty Senate on 13 January 2022 by:*

**Jerry Green**

Faculty Handbook and Academic Affairs Committee

PASSED/NOT PASSED ON 10 March 2022.

  
**JENNIFER BARGER JOHNSON**  
UCO Faculty Senate President



## ITEMS IN RED ARE EDITS TO BE CONSIDERED SENT TO FACULTY SENATE REP

### CLASSROOM POLICIES AND PROCEDURES

#### 3.1 CLASS ATTENDANCE

Faculty are expected to verify official enrollment beginning the first day of class on UConnect/School Services. Students who are not officially enrolled in the course are prohibited from attending the class after the deadline for enrolling in that course has passed. In addition, students who are not officially enrolled may not be manually added to class rosters on UConnect or UCO's Learning Management System (LMS).

The university expects students to regularly attend classes in which they are enrolled. Faculty members are expected to establish specific attendance policies governing their classes and communicate clearly their policies in the course syllabi. Faculty members may require appropriate documentation to verify absences with the discretion to accept or deny the provided documentation. Students are responsible for work missed due to absences, and are expected to initiate a request to make up the class work or examination(s) missed.

Individual policies must allow for a reasonable number of excused absences for legitimate reasons. Excused absences approved by faculty members should be consistently applied to all students. An excused absence means that an instructor may not penalize the student and must provide a reasonable and timely accommodation or opportunity to make up exams or other course requirements that have an impact on course grade. Excused students should be allowed the same opportunities as students who were present in class.

Faculty members are obligated to honor the following circumstances as excused absences:

- a. travel considered part of the instructional program of the university and requiring absence from class (e.g. field trips, research presentations, etc.);
- b. invited participation in activities directly and officially sponsored by and in the interest of the university (e.g. athletic teams, debate teams, dance company, etc.);



in cases of student athletes, refer to UCO Compliance Policy Manual for Athletics or contact the Faculty Athletic Representative;

- c. all excused required high school activities for concurrently enrolled students;
- d. jury duty;
- e. military obligation (See Appendix K.);
- f. serious illness, medical condition, pregnant and parenting students' rights (as outlined in Title IX), accident, or injury; and
- g. death or serious illness in immediate family; and
- h. major religious observances (students must notify the instructor of major religious observances that they will observe over the course of the term; this notification must be provided to the instructor no later than the end of the second week of classes in a sixteen-week course or before the end of the first one-eighth of the scheduled class periods for shorter courses including summer, block, weekend, and Intersession classes).

Student(s) must notify instructors of all such excused absences as soon as practical.

The Office of Inclusive Community, in consultation with religious organizations and communities on campus, shall prepare and distribute to faculty at the beginning of each academic year a list of the dates during the academic year of major religious observances in a variety of religious traditions. This list will not be an exhaustive one, and faculty members who have questions about a religious observance not included on the list should contact the Office of ~~Global and Cultural Competencies~~ Inclusive Community.