

Attendance Policy

PASSED: March 25, 2010

III.A.16. Syllabi

Faculty members are required to have a syllabus for each course. According to the guidelines issued by the Southern Association of Colleges and Schools, each syllabus must contain the goals and requirements of the course, the nature of the course content, and the methods of evaluation to be employed. The university requires that each syllabus contain a clearly stated grading procedure and attendance policy, and requires faculty members to place each syllabus on file with the appropriate academic unit by the end of the first week of the semester.

III.A.?? Attendance Policy *(This would be a new section in the handbook.)*

The university requires that each syllabus contain an attendance policy. The attendance policy must state any mandatory, unrepeatable components of the course, and the expected procedure for requesting and obtaining approval for scheduled absences. Faculty shall give reasonable and appropriate accommodation to students relating to religious observances and disabilities and shall make reasonable adjustments for students who are called to military service or jury duty, who are ill, have family emergencies, or serve as a duly authorized representative of the University at some event. It is the responsibility of the faculty member to determine whether or not an adjustment is reasonable for the course.