

Title: Attendance Policy for Main Campus and Extended Academic Programs
Effective Date: Summer 2016
Approved by Provost: February 8, 2016

Policy

Unless otherwise stated in the course syllabus/outline, or unless an absence is excused in accordance with this policy, students are expected to attend and participate in all scheduled class meetings. Students taking on-line courses are expected to show active participation in the course as defined in the course syllabus/outline. Faculty are expected to communicate class attendance and participation requirements in the course syllabus/outline. Students are responsible for meeting the attendance and participation requirements in each course. If there are any questions or concerns over the requirements, students should speak directly to the faculty at the beginning of the semester.

Policy requirements

1. Notification of Faculty

- a. **Planned Absences.** Students must notify instructors in writing at least two weeks prior to planned absences such as participation in an official university function, observance of a religious holy day or active military service. If the absence is for the observance of a religious holy day see *Class Absences for Religious Holy Days* policy. If the absence is for military service the student should provide to each instructor a copy of the military orders (see #2.b. below regarding extended absences due to military service).
- b. **Illness or other extenuating circumstances.** Students should notify the instructor directly of absence due to illness or other extenuating circumstance.

2. Making up missed work

- a. With instructor permission, make-up exams and assignments will be scheduled by the instructor within a reasonable time. Make-up exams and assignments will be equivalent to and no more difficult than the original assignments.
- b. A student who misses multiple class periods should seek advice from the instructor about the advisability of continuing in the course or requesting an Incomplete grade (if the student is otherwise eligible for an Incomplete).

3. Withdrawing from a course

- a. Students who are not able to attend a course are responsible for dropping the course by the appropriate deadline. Instructors may not automatically drop a student from a course. Students who do not attend and who do not officially drop the course will receive a failing grade for the course.

4. Disputes and Appeals

- a. If there are disagreements about absences that cannot be resolved between the student and the instructor the student should contact the Office of the Dean of the College or School who has oversight for the respective course. The Student Complaint Policy is found in the Student Handbook & Code of Conduct.

5. Communication of Policy

- a. The policy and procedure are to be printed in the *UIW Student Handbook & Student Code of Conduct*.
- b. International Student & Scholar Services will include the policy in the *International Student Handbook* and *Welcome Week* literature.
- c. The policy will be included in the Faculty Handbook (Chapter 7 *Policies and Procedures on Instruction*).
- d. The policy will be included in the *Undergraduate* and *Graduate Bulletins* under "Attendance".

TITLE:

Class Absences for Religious Observances
Policy, Main Campus and Extended Academic
Programs

Effective Date:

Summer 2016

Approved by Provost:

February 8, 2016

Policy

The University of the Incarnate Word welcomes persons of diverse backgrounds and is therefore committed to providing reasonable accommodations for students wanting to attend religious observances even though they may conflict with university class meetings, assignments, or examinations. This policy is intended to ensure that both faculty and students are fully aware of their rights and responsibilities in the accommodation of students' religious observances.

Policy Requirements**1. Notification of Faculty**

Students must inform instructors in writing at least two weeks before the religious holy days or religious activities, but preferably at the beginning of the semester, to enable planning and coordination of class assignments and examinations. In some professional schools the Dean's approval will also be required.

2. Making up missed work

- a. With instructor permission, make-up exams and assignments will be scheduled to be completed before the religious observance if possible or within a reasonable and specified time after the observance;
- b. Make-up work must be equivalent to and no more difficult than the original assignments;
- c. It is not appropriate to excuse a student from make-up work and consequently reduce the student's grade;
- d. Students are not required to prove attendance at religious observances in order to complete make-up work and complete a courses;
- e. Because of time limitations at the end of the semester, this policy does not apply to the final exam period; student do have the option of requesting an incomplete grade (IP) for the course if the religious observance occurs at the end of the semester.

3. Disputes and Appeals

Should disagreements arise over any aspect of this policy, the student or instructor should contact Office of the Dean of the College or School that has oversight over the respective course. The procedures for the *Student Complaint Policy* are found in the *UIW Student Handbook & Student Code of Conduct*.

4. Communication of Policy

- a. The policy and procedure above are to be printed in the *UIW Student Handbook & Student Code of Conduct*.
- b. International Student & Scholar Services will include the policy in the *International Student Handbook* and Welcome Week literature.
- c. The policy will be included in the *Faculty Handbook* (Chapter 7 *Policies and Procedures on Instruction*).
- d. The policy as stated above will be included in the *Undergraduate* and *Graduate Bulletins* under "Attendance".
- e. Faculty will include the following statement in the course syllabus and announce the procedure the first day of class.

Class Absences for Religious Observances

The University of the Incarnate Word welcomes persons of diverse backgrounds and is therefore committed to providing reasonable accommodations for students wanting to attend religious observances and who will miss class. Students must inform instructors at least two weeks prior to attending a religious observance. Students use the form found in the UIW Student Handbook & Student Code of Conduct to request accommodations from the instructor.

University of the Incarnate Word
REQUEST FOR ACCOMMODATION FOR RELIGIOUS OBSERVANCES

TO BE COMPLETED BY STUDENTS

A hardcopy of this form must be submitted by the student to the instructor two weeks before the religious observance. A separate form must be submitted for each day and for each course. The instructor will fill in the bottom section of the form, then return the original form to the student and retain a photocopy.

Department: _____ Course number and name: _____

Instructor name: _____ Date submitted: _____

Student name: _____ Phone: _____

Student signature: _____ E-mail: _____

I request accommodation for the following religious observance:

Name of religious holiday: _____ Name of religion: _____

Day(s), date(s), and time(s) of religious holiday (e.g., "sundown Monday, September 29, through sundown Tuesday, September 30"):

The student's signature is attesting to the fact that this absence is due to a religious observance and that the information provided is true and accurate.

TO BE COMPLETED BY INSTRUCTOR

This request has been accepted by the instructor, and the following accommodations will be allowed:
Instructor signature: _____ Date submitted: _____

Approved: _____

Date: _____

UIW School Dean (or designee)