DATE: September 14, 2017

FROM: Paula Arvedson
Chair, Educational Policy Committee

TO: Veena Prabhu
Chair, Academic Senate

CC: Michelle Hawley
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SUBJECT: EPC Memo17-01; Proposed New Policy in the Faculty Handbook, Chapter V: “Missed Class Time and Makeup Policy”, (EPC 16-05)

The Educational Policy Committee (EPC) submits a proposed addition to the Faculty Handbook related to requirements for Missed Class Time and Makeup. Early last spring the Athletics Department brought a concern to the EPC regarding players who are attending Cal State LA under scholarships and are being penalized for missing class in order to participate in games. They risk losing their scholarships from both directions: missing a critical game or missing class time. A subcommittee worked on a new policy reviewing similar policies at other CSU campuses. The attached new policy is proposed for insertion in the Faculty Handbook, Chapter V, after Exclusion from Class and before The Class Syllabus.

Two major concerns arose: 1) Students must be responsible in working with faculty on or before the first class meeting on anticipated or scheduled missed classes, and 2) Some courses cannot have multiple absences and still meet the intended integrity of the Student Learning Outcomes, for example, lab courses. We determined that the faculty must be clear in their syllabi as to how absences would be handled. At the same time, certain absences cannot result in penalties, such as loss of "points" or grades. These include those mandated by law: religious holidays, jury duty, and military duty. Our policy is intended to help faculty in designing their curriculum with students in mind and to address concerns of students with special needs, such as athletes, musicians, and conference presenters.

We also determined that this new policy is sufficient and the existing Class Syllabus section of the Faculty Handbook does not need editing.

Please let me know if there are questions.

Thank you.
MISSCLASS TIME AND MAKEUP POLICY

STUDENTS ARE RESPONSIBLE FOR ADHERING TO THE ATTENDANCE POLICY SET BY THE INSTRUCTOR. IT IS THE STUDENTS' RESPONSIBILITY TO MAKE THEMSELVES AWARE OF EACH FACULTY MEMBER'S GUIDELINES BY CAREFULLY READING THE SYLLABUS.

NOT ATTENDING A COURSE DOES NOT CONSTITUTE AN OFFICIAL DROP OR WITHDRAWAL. IT IS EACH STUDENT'S RESPONSIBILITY TO DROP OR WITHDRAW OFFICIALLY FROM THE CLASS, MEETING ALL UNIVERSITY DEADLINES. FACULTY MEMBERS MAY DROP STUDENTS WHO FAIL TO ATTEND CLASS DURING THE FIRST CLASS MEETING OF THE SEMESTER (SEE POLICY ON EXCLUSION FROM CLASS). HOWEVER, STUDENTS SHOULD NOT PREsume THAT THEY WILL BE DROPPED BY THE FACULTY MEMBER. STUDENTS WHO HAVE REGISTERED FOR A CLASS, BUT NEVER ATTENDED, SHOULD VERIFY WHETHER OR NOT THEY ARE OFFICIALLY ENROLLED.

EXCUSED ABSENCES

STUDENTS MAY HAVE A VALID REASON TO MISS A CLASS. WHEN ANY OF THE FOLLOWING REASONS DIRECTLY CONFLICT WITH CLASS MEETING TIMES, FACULTY SHALL CONSIDER AN EXCUSED ABSENCE AND NO PENALTY SHALL BE ACCRUED. STUDENTS ARE RESPONSIBLE FOR INFORMING FACULTY MEMBERS OF THE REASON FOR THE ABSENCE AND FOR ARRANGING TO MAKE UP MISSED ASSIGNMENTS, TESTS, QUIZZES, AND CLASS WORK INsofar AS THIS IS POSSIBLE. EXCUSED ABSENCES INCLUDE, BUT ARE NOT LIMITED TO:

- ILLNESS OR INJURY TO THE STUDENT
- DEATH, INJURY, OR SERIOUS ILLNESS OF A CLOSE RELATION
- RELIGIOUS REASONS (CALIFORNIA EDUCATION CODE SECTION 89320)
- JURY DUTY OR GOVERNMENT OBLIGATION
- UNIVERSITY SANCTIONED OR APPROVED ACTIVITIES (EXAMPLEs INCLUDE: ARTISTIC PERFORMANCES, FORENSICS PRESENTATIONS, PARTICIPATION IN RESEARCH CONFERENCES, INTERCOLLEGIATE ATHLETIC ACTIVITIES, STUDENT GOVERNMENT, REQUIRED CLASS FIELD TRIPS, ETC.)

FACULTY MEMBERS MAY CONSIDER OTHER GROUNDS FOR EXCUSED ABSENCES. FACULTY MEMBERS MAY REQUIRE STUDENTS TO PROVIDE DOCUMENTATION FOR EXCUSED ABSENCES.

EXTENDED ABSENCES

THERE ARE NUMEROUS CLASSES OFFERED ON CAMPUS WHERE ATTENDANCE IS CRUCIAL SINCE STUDENT PARTICIPATION IS ESSENTIAL. ABSENCE FROM THESE COURSES MAY IMPACT THE WORK AND PARTICIPATION OF OTHER STUDENTS. STUDENTS WHO ANTICIPATE EXTENDED OR MULTIPLE ABSENCES DURING A PARTICULAR SEMESTER SHOULD CONSULT WITH THEIR ADVISOR AND THE FACULTY MEMBER BEFORE ENROLLING IN ANY CLASS TO DETERMINE WHETHER IT WILL BE POSSIBLE TO COMPLETE THE REQUIREMENTS FOR THE COURSE. STUDENTS WHO REALIZE AFTER ENROLLMENT THAT THEY WILL HAVE EXTENDED OR MULTIPLE ABSENCES SHOULD CONSULT WITH THE FACULTY MEMBER TO SEE WHETHER IT WILL BE POSSIBLE TO COMPLETE THE COURSE REQUIREMENTS.

NOTIFICATION
THE EARLIEST POSSIBLE NOTIFICATION IS PREFERRED. IN SOME CIRCUMSTANCES, IT MAY BE POSSIBLE FOR THE STUDENT TO NOTIFY THE FACULTY MEMBER OF ANTICIPATED ABSENCES (E.G. FOR RELIGIOUS REASONS OR FOR SCHEDULED ATHLETIC EVENTS) DURING THE FIRST WEEK OF ENROLLMENT. ADVANCE NOTIFICATION (MINIMALLY ONE WEEK IN ADVANCE) IS REQUIRED FOR THE FOLLOWING ABSENCES:

• JURY DUTY AND OTHER GOVERNMENT OBLIGATION
• RELIGIOUS REASONS
• UNIVERSITY SANCTIONED OR APPROVED ACTIVITIES