

Absence Policy
Dr. Roger King
Undergraduate Courses

The official University policy on absences can be found at <http://web00.utad.utoledo.edu/publicinfo/policy/newapril2002/3360-20-15.htm> , and it is copied on the other side of this paper. My written policy on absences in EECS undergraduate courses is the following.

1. Attendance is not taken. Absences, of themselves, do not need to be excused.
2. The student is responsible for getting notes and copies of course material missed due to an absence.
3. Missed homework may be turned in upon the student's return to classes. Unannounced quizzes which are missed will be excluded from the grade average if an acceptable written excuse is provided. Tests which are missed will be excluded from the grade average, and replaced by the final exam, if an acceptable written excuse is provided. A final exam which is missed may be made up if there is notification and an acceptable written excuse is provided.
4. An acceptable written excuse may include a doctor's note, a funeral program, or whatever is appropriate to the occasion in the judgment of the instructor.
5. Notification may be made the following ways:
 - a. Email addressed to Dr. King at rking@eng.utoledo.edu
 - b. Written note delivered to Dr. King at EECS Department, Nitschke Hall 2064
 - c. Telephone call to Dr. King at 419-530-8188

The first two means are the best. Be sure to include your full name in your note.

3360-20-15 Missed class policy.

- (A) This policy provides for basic protections and reasonable accommodations for students who miss class with excused absences. Students are expected to attend every class meeting of courses in which they are registered. Only in specific, unavoidable situations does the University excuse absences from class:
- (1) Personal emergencies, including, but not limited to, illness of the student or of a dependent of the student [as defined by the board of trustees' policy on family and medical leave], or death in the family;
 - (2) Religious observances that prevent the student from attending class;
 - (3) Participation in university-sponsored activities, approved by the appropriate university authority, such as intercollegiate athletic competitions, activities approved by academic units, including artistic performances, R.O.T.C. functions, academic field trips, and special events connected with coursework;
 - (4) Government-required activities, such as military assignments, jury duty, or court appearances; and
 - (5) Any other absence that the professor approves.
- (B) It is the responsibility of each instructor to decide what weight (if any) shall be placed on missed classes in the computation of final course grades. The instructor must inform students in writing during the first week of the course (e.g., in the course syllabus) of his/her policies on missed classes and related issues, including unexcused absences, make-up examinations, and makeup of work missed during students' excused absences. It is the responsibility of each instructor to identify in his/her syllabus the methods (written, e-mail, and/or voice mail) by which any unexpected student absences should be communicated. Each instructor should provide students with at least two of the aforementioned methods as options to communicate any absences. Instructors' missed class policies must be consistent with the university policy as stated in the paragraph above. The taking of class attendance is at the discretion of the faculty.
- (C) Students are responsible for complying with the missed class policies of their instructors. Students bear the responsibility of notifying the instructor of a planned absence by one of the methods provided by the instructor. In the event of an emergency or an unavoidably short notice of absence, the student must present the instructor with an approved written excuse upon the student's return to class. Approved written excuses will be at the instructor's discretion, including, but not limited to, doctor's notice, funeral programs, etc. It is strongly recommended that the student use two of the three aforementioned methods (email, writing, or voicemail) to insure that the instructor is properly notified of the planned absence. In the event that the instructor should not receive the student's notification, the student should be prepared to present an alternative excuse. It will be at the instructor's discretion to approve or disapprove of the alternative excuse.
- (D) Students are responsible for all material covered in classes they miss, even when their absences are excused as defined above. Students must make arrangements with instructors to complete missed assignments, labs, examinations or other course requirements. In turn, instructors are not to penalize students with excused absences.
- (E) The Provost shall inform faculty in writing of this policy, making clear that instructors bear responsibility for the academic conduct of their classes and for providing reasonable accommodation for students who miss class with excused absences.

Effective date: May 13, 2002

Certification: _____
Joyce M. Gregory
Secretary, Board of Trustees

Date: April 24, 2002

Promulgated under: RC section 111.15
Statutory authority: RC section 3360
Rule amplifies: RC section 3360.01 to 3360.05

Prior effective dates: