

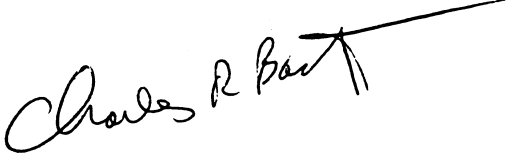
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CTR TEACHING AND LEA
VP ACADEMIC AFFAIRS
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To: Deans, Directors, Chairpersons and Faculty

From: Charles R. Bantz, Provost and Senior Vice President for Academic Affairs

Subject: **New Undergraduate Classroom Attendance Policy**

Date: June 25, 2002



The Office of the Provost has approved the attached new policy statement on undergraduate classroom attendance effective for Fall Term 2002. The Academic Senate approved the policy statement on May 15, 2002. The revised statement addresses attendance policies for students participating in approved University activities. The statement will appear in the next editions of the *Undergraduate University Bulletin* and the *Faculty and Academic Staff Information Bulletin*.

c: Marie Draper Dykes
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WAYNE STATE UNIVERSITY

UNIVERSITY COURSE SYLLABUS POLICY

During the first week of each semester, students enrolled in any course offered through the University should receive a written syllabus outlining specific aspects of the course. The syllabus may also be placed on-line for students. As a minimum, the syllabus should contain the following:

- Course number and name
- Name(s) of instructor(s)
- Office hours of instructor(s)
- Instructor's office location, telephone number, and E-mail address where available and appropriate. Adjunct faculty should provide a contact location or telephone number.
- Course meeting times and location(s)
- Course description and objectives
- Dates of major evaluations, including examinations, papers, performances, or formal presentations and similar activities.
- Grading policy, including the weight given to each graded component and the grade or mark that will be assigned to students who do not officially withdraw from the course before the drop deadline.
- Schedule of topics covered and other class-related activities (or procedure for determining them)
- List of texts and other suggested or required reading materials
- Other course policies - e.g., attendance, make-up exams, and safety issues pertinent to the class

To the extent possible, instructors are expected to adhere to the syllabus. Any substantive changes affecting grading, examination, or assessment policy must be clearly communicated in writing to students with reasonable advance notice.

A reference to University, college, or department policies affecting the course (e.g., grade appeals, the Ombudsperson, student misconduct, or any special criteria for grades of X, Y, I, and E), may be included and should be made available to students upon request. Students should also be referred to the portion of the *University Bulletin* regarding University policies.

The Office of Educational Accessibility Services also suggests that faculty add a statement to syllabi inviting students in need of accommodation to discuss the matter. The suggested statement is as follows:

"If you feel that you may need an accommodation based on the impact of a disability, please feel free to contact me privately to discuss your specific needs. Additionally, the Office of Educational Accessibility Services (EAS) coordinates reasonable accommodations for students with documented disabilities. The Office is located in the Student Center Building, Room 583, phone: 313-577-1851 (Voice)/577-3365(TTY)."

Copies of syllabi should be provided to department or college offices and retained there for a period of at least two years following completion of the course. In addition, early each semester, each college, school, or department shall provide copies of course syllabi for courses in the academic unit to the University Library or, in the case of Law, Medicine, and Pharmacy, to their respective unit library where they shall be retained for two years for review by students.

WAYNE STATE UNIVERSITY

Classroom Attendance Policy for Undergraduate Students

Attendance may form the basis for a portion of a course grade. In such cases, students must be provided with explicit written information concerning that fact no later than the end of the second week after the start of classes. Such information shall be specific with regard to the penalty incurred for each absence and the means, if any, to compensate for the absence. It should be recognized that there may be certain situations where the student may not be permitted to make up the absence(s).

It is recognized that students may be required to miss classes on occasion as a result of their participation in approved University activities. Examples of such activities include formal participation on University sports teams, debate teams, and performing arts groups. These activities are generally directed by a University official, such as a coach, and usually have a set schedule of events.

Students participating in approved University activities should consult with instructors prior to registration, but no later than the end of the second week after the start of classes, to determine the class attendance policy. At this time, the student should provide the instructor with a schedule of planned absences, preferably signed by the University official directing the activity (e.g., Athletic or Program Director or his/her designee), in order to allow the instructor to evaluate and advise the student on the possible impact of the planned absences. In this case, the instructor will consider absences due to participation in approved University activities, as outlined above, to be excused absences, on par with those due to other unavoidable circumstances such as illness. For classes requiring mandatory attendance incompatible with the number of planned absences, students will be advised to register, if possible, during a semester in which they will not be participating in the University activity (for example, during the off-season for a sports team or during the summer).

It is the student's responsibility to learn the course material. When classes are missed, for whatever reason, it is the student's obligation to obtain copies of the class materials and students are responsible for all materials covered in the lectures. An excused absence does not excuse the student from completing assigned work, including exams.

This policy shall be applicable to all courses within the University, regardless of setting.