Academic Affairs Committee Report  
June 15, 2001  

**Proposed changes to Rule 7 (Attendance) in Student Rules**

Original: 7.1.3 Illness of a dependent family member.

Proposed: 7.1.3 Illness of a dependent family member WHEN ADEQUATE DOCUMENTATION IS PROVIDED.

Original: 7.5 ... If the absence was excused, the instructor must either provide the student an opportunity to make up the exam or other work missed or provide a satisfactory alternative completed within 30 calendar days from the last date of absence.

Proposed: 7.5 ... IF THE ABSENCE WAS EXCUSED, THE INSTRUCTOR MUST EITHER:  
   i. PROVIDE THE STUDENT AN OPPORTUNITY TO MAKE UP THE EXAM OR OTHER WORK MISSED, OR  
   ii. PROVIDE A MUTUALLY SATISFACTORY ALTERNATIVE THAT IS TO BE COMPLETED WITHIN 30 CALENDAR DAYS FROM THE LAST DATE OF ABSENCE.

Original: 7.8 (leave completely intact)

Proposed: 7.8 (add the following sentence)  THE COURSE INSTRUCTOR MAY RECOMMEND A W OR NG (AS APPROPRIATE) TO THE STUDENT'S ACADEMIC DEAN IF THE INSTRUCTOR DETERMINES THAT THE NUMBER OF EXCUSED ABSENCES RESULTED IN AN UNACCEPTABLY LOW CLASS ATTENDANCE, CLASS PARTICIPATION, OR COMPLETION OF WORK BY THE STUDENT.

**Informal Changes (recommendations to communicate the importance of the following items to the faculty)**

Original: Intro ... Instructors are expected to give adequate notice of the dates on which major tests will be given and assignments will be due. ...

Proposed: Intro ... Instructors are expected to give adequate notice of the dates on which major tests will be given and assignments will be due SHOULD BE PROVIDED ON THE COURSE SYLLABUS, WHICH IS TO BE DISTRIBUTED AT THE FIRST CLASS MEETING.
The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments. Instructors are expected to give adequate notice of the dates on which major tests will be given and assignments will be due. Graduate students are expected to attend all examinations required by departments or advisory committees as scheduled formally.

7.1 The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following: (see 7.5)

7.1.1 Participation in an activity appearing on the university authorized activity list. (see List of Authorized and Sponsored Activities)

7.1.2 Death or major illness in a student's immediate family.

7.1.3 Illness of a dependent family member.

7.1.4 Participation in legal proceedings or administrative procedures that require a student's presence.

7.1.5 Religious holy day. (See Appendix IV.)

7.1.6 Illness that is too severe or contagious for the student to attend class (to be determined by Health Center or off-campus physician).

7.1.7 Required participation in military duties.

7.1.8 Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

7.2 If the student is found to be too ill to attend class by a Health Center physician, the director of the Health Center or his/her representative will, on request of the student, confirm this fact.

7.3 If an off-campus physician provides evidence of a student's illness, the excuse documentation must contain the date and time of the illness and doctor's opinion that the student was too ill to attend class. If a physician determines that the student is not ill, he or she will not receive an excuse. If no evidence is available, the instructor will decide whether makeup work will be allowed.

7.4 The associate dean for undergraduate programs, or the dean's designee, of the student's college may provide a letter for the student to take to the instructor stating that the dean has verified the student's absence as excused.

7.5 If the student is seeking an excused absence, the student must notify the instructor as soon as possible after the absence, but no later than the end of the second working day after the last date of absence. If the absence occurs the same day as a scheduled exam or other graded procedure, the student must notify his/her instructor or department by the end of the next working day after the absence in order to ensure full rights. The student is responsible for providing satisfactory evidence to the instructor within one week of his or her absence return to substantiate the reason for absence. If the absence was excused, the instructor must either provide the student an opportunity to make up the exam or other work missed or provide a satisfactory alternative completed within 30 calendar days from the last date of absence.

7.6 The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

7.7 See Part III, Grievance Procedures: 45. Unexcused Absences, for information on appealing an instructor's decision.

7.8 If the student is absent for excused reasons for an unreasonable amount of time during the semester, the academic dean of the student's college may consider giving the student a grade of W during the semester enrolled or a NG (no grade) following posting of final grades.

7.9 Whenever a student is absent for unknown reasons for an extended period of time, the instructor should initiate a check on the welfare of the student by reporting through the head of the student's major department to the dean of the student's college.
Response to Executive Committee
Review of Rule 7 (Attendance) -- TAMU Student Rules
Academic Affairs Committee
Chair: T. Blasingame (t-blasingame@tamu.edu)

15 June 2001

Subject: Review of Rule 7 (Attendance) -- TAMU Student Rules

Original Charge: (30 October 2001)

Review the inconsistencies of Rule 7 (Attendance) of the Student Rules and the broader issue of a faculty member's inability to verify student illness or other criteria for excused absences, such as the illness of a family member. The faculty member's obligation needs to be clarified, including the obligation to provide a make up exam if the exam was missed because of an excused absence.

Recommendation: (15 June 2001)

AAC has reviewed this matter at 2 separate meetings. The subcommittee's proposed actions have been reviewed and discussed in detail. Changes to the TAMU Student Rules with regard to Rule 7 (Attendance) are proposed below.

Subcommittee:
Dan Robertson (AAC)
Howard Kaplan (AAC)
Rick Carlson (EC)

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