

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Accreditation and Compliance.

TOPIC: FPPM Section II. F. Class Attendance and II. M. Off-Campus Trips

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

As part of a review of the FPPM in preparation for reaffirmation, the section related to off-campus trips was determined to be mostly outdated. Relevant portions would cohere with the intent of section II. F. on attendance.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

- 1) Deletion of section II. M.**
- 2) Addition of language related to excused absences for trips from II. M. to II. F.**

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

- 1) Most of the language in section II. M. is no longer necessary.**
- 2) The language in II. M. related to attendance would seem a better fit in the section devoted to that topic (II. F.).**

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:
Action(s) Taken:

Date first read at Faculty Senate:
Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

F. CLASS ATTENDANCE

1. It is the university's policy that students are expected to attend all classes. Failure to attend class regularly impairs academic performance and is disruptive to the educational process for others. This is especially true when absences cause interruptions for clarification of material previously covered, failure to assume assigned responsibilities for class presentations, or failure to adjust to changes in assigned material or due dates.
2. It is the responsibility of all faculty to give students a copy of their attendance policy in their course syllabi.
 - a. Faculty may assign a grade of zero or "F" on work missed because of unexcused absences.
 - b. Faculty have the right to lower a student's course grade by no more than one letter grade if the student misses 10% of the scheduled class meeting times for unexcused absences.
 - c. Faculty have the right to assign a course grade of "F" when a student has missed a total (excused and unexcused) of 25% of the scheduled class meeting times.
3. Students must assume full responsibility for any loss incurred because of absence, whether excused or unexcused. Faculty should permit students to make up work when the absence is excused. Excused absences are those resulting from the student's participation in military service, from a university sponsored activity, from recognizable emergencies, or from serious illness. Faculty may require documentation for excused absences in their attendance policy. Student Health Services will provide documentation of needed absence in very limited cases: only for those students who are sent home by Student Health (exp. Communicable disease). The Dean of Students may also provide documentation for students unable to attend class due to mental health reasons.
4. Classes on the university campus are considered open unless university officials send notification by text, email, or web. If the university campus is closed, or if faculty cannot safely reach campus due to inclement weather, faculty should communicate with their students about how the course schedule will change.
 - a. Faculty may offer alternate instructional opportunities, such as asynchronous class meetings, discussion boards, videos, readings, etc. in place of a missed class period.
 - b. Faculty should be flexible and reasonable in assigning weather-related makeup work: poor road conditions, lack of electricity, disrupted access to the Internet, and cancelled bus routes may impede students' ability to complete assignments. Faculty should also consider that students may have scheduling conflicts following the weather event.

- c. Students taking classes, doing internships, or participating in other university activities off-campus should contact their faculty advisors for instructions on whether to continue those activities when the university campus is closed.

5. Student absences from class due to documented university sponsored trips (i.e., trips taken by music ensembles, athletic teams, theatre, University representatives to conferences, and similar official University organizations or groups) are considered to be excused absences.

- a. Students who miss classes due to a field trip in a different class may be excused at the discretion of the instructor of the regularly scheduled class, but students cannot be required to miss one regularly scheduled class in order to participate in a field trip for a different class. Further, students cannot be penalized by the sponsor of the trip if they elect to attend their regularly scheduled class and miss the trip.
- b. Students taking off-campus trips that involve missing any class or classes must be enrolled in the class that is taking the trip.
- c. Faculty and staff should exercise caution and consideration in requesting that students be excused from classes. Where possible, off-campus trips should be scheduled for evenings or weekends.

For the 2021-22 academic year, if a student is at risk of missing more than 10% of a course due to COVID-19 quarantine or illness, faculty should work with the student to determine a reasonable path forward based on medical information, grades to date, and time remaining in the semester. Faculty are encouraged to count attendance in ways that are consistent with health and safety. Faculty may require virtual synchronous viewing, watching recorded lectures or participation in online activities, assignments or discussion boards.

References: Minutes of the Longwood Faculty, March 5, 1973; September 29, 1980; Organization of Teaching Faculty, April 30, 1987; College Council April 23, 1992, Faculty Senate 1996, Faculty Senate, April 16, 1998, April 25, 2013, April 25, 2019, August 18, 2020, August 12, 2021.

~~M. OFF-CAMPUS TRIPS~~

- ~~1. Faculty and staff should exercise caution and consideration in requesting that students be excused from classes. Where possible, off-campus trips should be scheduled for evenings or weekends.~~
- ~~2. Plans for trips must be submitted for approval to the appropriate dean one week prior to the scheduled trip. An alphabetized list of the students going on the trip, the hour of departure, the destination, and the approximate time of return should be specified. The list should also include the specific location where a member of the group could be contacted in case of an emergency.~~
- ~~3. Requisitions for state vehicles must be signed by all persons who will be driving.~~
- ~~4. Students taking off-campus trips that involve missing any class or classes must be enrolled in the class that is taking the trip.~~
- ~~5. Off-campus trips are classified as follows:
 - ~~a. Private trips—faculty or staff taking a group to a given destination (such as a theater) and returning with the group.~~
 - ~~b. Class field trips—includes trips that are a part of the regularly assigned class requirements as described in the course syllabus which will occur at times that exceed the regular class meeting times; does not include trips, such as ecological field trips, that are held during the regularly scheduled class time.~~
 - ~~c. University sponsored trips—trips taken by music ensembles, athletic teams, Longwood Theatre, University representatives to conferences, and similar official University organizations or groups.~~~~
- ~~6. Student absences from class due to documented university sponsored trips are considered to be excused absences. Students who miss classes due to private trips and class field trips may be excused at the discretion of the instructor of the regularly scheduled class, but students cannot be required to miss regularly scheduled classes in order to participate in private trips and class field trips. Further, students cannot be penalized by the sponsor of the trip if they elect to attend their regularly scheduled class and miss the trip.~~

~~References: Minutes of the College Council, April 23, 1992. Faculty Senate Minutes, April 29, 2004.~~