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10-9-01

### MEMORANDUM

**To:** Academic Deans and Department Chairs  
**From:** Richard R. Eakin, Chancellor *Richard R. Eakin*  
**Date:** March 13, 2001  
**Subject:** Reminder of the University-Excused Absence Policy

East Carolina University academic policy provides faculty members with considerable latitude in determining the class attendance policy for their classes. Because there is no university-wide standard attendance policy, faculty are expected to provide students in their classes with clear syllabi, including their attendance requirements, at the beginning of the semester or summer school term. The university does have a university-excused absence policy, however, which faculty are expected to recognize and honor. Participation in authorized university activities as an official representative of the university or other activities for which university-excused absences are authorized provides opportunities for students to broaden their experiences. Importantly, students who provide documentation for university-excused absences should not be penalized by faculty attendance policies. Examples of inappropriate penalties include the following:

- (a) Faculty policies that indicate that no excused absences are accepted.
- (b) Faculty policies that provide students with opportunities to earn extra points during regularly scheduled classes but provide no opportunity for students with university-excused absences to make up the work.
- (c) Faculty policies that provide students with opportunities to drop the lowest test grade(s) but which do not permit students with university-excused absences to make up tests or examinations.

The spirit and intent of the university-excused absence policy is that faculty will provide opportunities for students to make up work they may have missed as a result of university-excused absences and that students with these excused absences will work diligently to complete the assignments of the class and create as little disruption to the class as possible. To that end, students are expected to attend lecture and laboratory sessions and field experiences in the courses for which they are registered with the fewest absences possible. Students are expected to complete assignments on time, actively participate in their classes, and provide to instructors early in the term documentation of dates for university-excused absences or notification of tentative dates. Students are to acknowledge that their excused absences make their regular attendance at other times even more important.

The university-excused-absence policy anticipates that students and faculty will share cooperatively in the responsibility for course completion. Your observance of the policy is appreciated.