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November 8, 2005

Catherine Rigsby
Chair of the Faculty
East Carolina University
Faculty Senate Office
140 Rawl Annex
Greenville, NC 27858-4353

Re: ECU Faculty Senate Resolution 05-41: Revision to the *ECU Undergraduate Catalog*, Section 5: Academic Regulations, relating to Class Attendance and Participation Regulations

Dear Dr. Rigsby:

On October 14, 2005, I received your request for my consideration of the above-entitled Faculty Senate resolution. I am prepared to approve this resolution contingent upon the inclusion of the following language at the beginning of the fourth paragraph:

“Instructors are expected to honor valid University excuses for student absences and to provide reasonable and equitable means for students to make up work missed as a result of those absences. Student experiences that cannot be made up should be discussed at the onset of the courses to ensure that continued enrollment is feasible while there is still the opportunity to drop the course within the schedule change period.”

I understand that you will present this proposed addition to the appropriate committee(s) and then to the Faculty Senate for their further consideration. Please do not hesitate to let me know if you have any questions or concerns.

Sincerely,

Steve Ballard
Chancellor

cc: Faculty Officers
Jim Smith, Provost and Vice Chancellor for Academic Affairs
Mike Lewis, Vice Chancellor for Health Sciences
Deirdre Mageean, Vice Chancellor for Research and Graduate Studies
Terry Holland, Director of Athletics

COPY



Faculty Senate

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October 13, 2005

Chancellor Steve Ballard
East Carolina University
Spilman Building

Dear Dr. Ballard:

On October 11, 2005, the Faculty Senate adopted the following resolution for your consideration.

05-41 Revision to the *ECU Undergraduate Catalog*, Section 5: Academic Regulations, relating to Class Attendance and Participation Regulations (attached).

Thank you for your consideration of the above mentioned resolution.

Sincerely,

A handwritten signature in cursive script, appearing to read 'C. Rigsby'.

Catherine Rigsby
Chair of the Faculty

attachment

copy via email:

Faculty Officers

Jim Smith, Provost and Vice Chancellor for Academic Affairs

Mike Lewis, Vice Chancellor for Health Sciences

Deirdre Mageean, Vice Chancellor for Research and Graduate Studies

FACULTY SENATE RESOLUTION APPROVED AT THE OCTOBER 11, 2005, MEETING

05-41 Revision to the *ECU Undergraduate Catalog*, Section 5: Academic Regulations, relating to Class Attendance and Participation Regulations.

Replace the current text with the following:

"CLASS ATTENDANCE AND PARTICIPATION REGULATIONS

Students are expected to attend punctually all lecture and laboratory sessions and field experiences and to participate in course assignments and activities as described in the course syllabus. Absences are counted from the first class meeting, and, at the discretion of the instructor, absences because of late registration may not be automatically excused.

Each instructor shall determine the class attendance policy for each of his or her courses, as long as the instructor's policy does not conflict with university policy as described herein. The instructor's attendance policy, along with other course requirements, will be presented to the class, preferably in writing, at the first class meeting. Faculty may include class attendance as criteria in determining a student's final grade in the course. If class attendance is to affect a student's grade, then a written statement to that effect must be part of the course syllabus.

Excused absences should not lower a student's course grade, provided that the student, in a manner determined by the instructor, is able to make up the work that has been missed and is maintaining satisfactory progress in the course. If a student anticipates that he or she may miss more than 10% of class meeting time as a result of university-excused absences, the student is required to discuss this matter with the instructor at the beginning of the semester.

Instructors may require that students provide reasonable advanced notice of a university-excused absence, when possible. It is the student's responsibility to obtain verification of a university-excused absence by contacting the Office of the Provost or his or her designee. Requests for university-excused absences should be submitted, whenever possible, to the Office of the Provost or his or her designee at least a week prior to the scheduled absence. Requests submitted after the fact will be disapproved unless circumstances made prior approval impossible.

The death of an immediate family member or student participation in religious holidays may be considered an excused absence under university policy. Should such a circumstance occur, and the faculty member desires verification, the student should contact the Office of the Provost or his or her designee for a university-excused absence and provide documentation of the particulars.

The Student Health Service does not issue official written excuses for illness or injury except in the case of a final examination when a grade of incomplete (I) is requested by the student. Upon student request, however, the Student Health Service will confirm that the student has received medical care.

The Office of the Provost or his or her designee may authorize university excused absences for the following activities:

1. Participation in authorized activities as an official representative of the university (i.e., sporting events, delegate to regional or national meetings or conferences, participation in and necessary travel to and from university-sponsored performances);
2. Participation in other activities deemed by the Office of the Provost or his or her designee to warrant an excused absence.

Any student who feels that he or she has been treated unfairly concerning absences or has been misinformed by the faculty member regarding that instructor's absence policy shall have the right to appeal through the appropriate Dean."

pending final approval