Adopted: March 4, 2003

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS-592-03/IC

RESOLUTION ON CLASS ATTENDANCE (CAM 485.2)

WHEREAS, The Class Attendance section (485.2) in the Campus Administrative Manual (CAM) has not been revised since June 1979; and

WHEREAS, This section outlines the excusable reasons for allowing students to make up missed work; and

WHEREAS, It does not mention NCAA athletic competitions, Instructionally Related Activities (IRA)/competitions, court appearances, or job related interviews as excusable reasons to make up missed class work. As presently published, CAM Section 485.2 reads as follows:

> 485 Class Attendance
>
> 485.2 To maintain uniformity, it is suggested that instructors consider the following "excusable" reasons for allowing students to make up missed work:
>
> A. Illness with a doctor's statement
> B. Serious illness or death of close relatives
> C. Active participation in university events (an instructor may require a statement from the adviser involved certifying that the student was actively participating in a recognized university event)
> D. Field trips
> E. Religious holidays
> F. Selective service and military reasons;

therefore, be it

RESOLVED: That the wording in CAM Section 485.2 be changed as follows:

485.2 ~~To maintain uniformity, it is suggested that instructors consider~~ <u>It is strongly urged that instructors accept</u> the following "excusable" reasons for allowing students to make up missed work;

and, be it further

RESOLVED: That the following wording be added to CAM Section 485.3:

Any student seeking to make up missed work pursuant to 485.2, must inform the instructor of their intent in a timely manner;

And, be it further

RESOLVED: That the following items be added to Campus Administrative Manual section 485.2 as excusable reasons for missing class work:

G. NCAA athletic competitions
H. Instructionally Related Activities (IRA)/competitions
I. Jury duty or any other legally required court appearances
J. Job or internship interviews

Proposed by: Academic Senate Instruction Committee
Date: November 18, 2002
Revised: January 7, 2003
Revised: March 4, 2003

CAL POLY

State of California

Memorandum

SAN LUIS OBISPO
CA 93407

To: Unny Menon
Chair, Academic Senate

Date: April 18, 2003

From: Warren J. Baker
President

Copies: P. Zingg, D. Conn, J. McCutcheon, P. Bailey, H. Hellenbrand, B. Konopak, P. Lee, T. Swartz, D. Wehner, D. Zweifel

Subject: **Response to Academic Senate Resolution AS-592-03/IC Resolution on Class Attendance (CAM 485.2)**

I hereby approve the above subject Resolution. It is important that CAM Section 485.2 be reviewed and updated to reflect additional appropriate excusable reasons for missing class work and allowing students to make up the missed work. Please extend my appreciation to the Senate Instruction Committee for its diligent work in this regard.