

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)**

1 WHEREAS, The Class Attendance section (485.2) in the Campus Administrative Manual
2 (CAM) has not been revised since June 1979; and
3

4 WHEREAS, This section outlines the excusable reasons for allowing students to make up
5 missed work; and
6

7 WHEREAS, It does not mention NCAA athletic competitions, Instructionally Related
8 Activities (IRA)/competitions, court appearances, or job related interviews as
9 excusable reasons to make up missed class work. As presently published, CAM
10 Section 485.2 reads as follows:
11

12 485 Class Attendance
13

14 485.2 To maintain uniformity, it is suggested that instructors consider the following
15 “excusable” reasons for allowing students to make up missed work:

- 16 A. Illness with a doctor’s statement
- 17 B. Serious illness or death of close relatives
- 18 C. Active participation in university events (an instructor may require a
19 statement from the adviser involved certifying that the student was
20 actively participating in a recognized university event)
- 21 D. Field trips
- 22 E. Religious holidays
- 23 F. Selective service and military reasons;
24

25 therefore, be it
26

27 RESOLVED: That the wording in CAM Section 485.2 be changed as follows:
28

29 ~~485.2 To maintain uniformity, it is suggested that instructors consider~~ It is strongly urged
30 that instructors accept the following “excusable” reasons for allowing students to make
31 up missed work;
32

33 and, be it further

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

35
36 Any student seeking to make up missed work pursuant to 485.2, must inform the
37 instructor of their intent in a timely manner;

38
39 And, be it further

40
41 RESOLVED: That the following items be added to Campus Administrative Manual section
42 485.2 as excusable reasons for missing class work:

- 43
44 G. NCAA athletic competitions
45 H. Instructionally Related Activities (IRA)/competitions
46 I. Jury duty or any other legally required court appearances
47 J. Job or internship interviews

Proposed by: Academic Senate Instruction Committee

Date: November 18, 2002

Revised: January 7, 2003

Revised: March 4, 2003

State of California
M e m o r a n d u m

CALPOLY

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.