



Proposed Attendance Policy

These statements apply to each student enrolled at UAPB.

1. Attendance is the responsibility of the student. Students are expected to regularly attend all classes in which they are enrolled.
2. Instructors will provide each student with the attendance requirements in writing, either in the course syllabus or in a separate handout, and verbally explain them to students the first day of class.
3. The student is responsible for informing instructors in advance when an absence will occur. If this is not possible, it is the responsibility of the student to contact the instructor as soon as possible.
4. For school-sanctioned events such as field trips, band, choir, athletics and similar events, the coordinator of the event should send a letter to the Vice Chancellor of Academic Affairs seeking approval for the respective students to be absent from classes for the event. The letter should identify the type of event for which excused absences are being requested and include a listing of all student participants. Following approval, the list and the letter of request with the Vice-Chancellor's approval should be presented by all student participants to their respective instructors. The Coordinator of the event will submit a copy of the approved letter and the list of student participants to the Dean of Students' Office where it will be kept on record.
5. The Dean of Students will notify instructors when a student is absent three days or longer due to an illness or other issue. This courtesy memo does not alter the instructor's attendance policies, excuse the student from policy #3 above, nor does it constitute an excused absence. Rather, it is documentation of the absence.
6. Class participation may be used, at the instructor's discretion, as a factor in determining a student's final grade for the course.

Census Period

Students who do not attend class at least one time during the first 11 days of the fall and spring semesters, or the first 5 days of a summer session, will be administratively dropped from the course for non-attendance.

Jacquelyn W. McCray

From: Sederick Rice
Sent: Monday, July 6, 2015 4:16 PM
To: Jacquelyn W. McCray; Verma Jones
Subject: FW: Athletics Committee +Class Attendance Policy

Dr. McCray and Jones,

Please see the message below where I provided a justification for approving the attendance policy some time ago. I think that message got lost in translation, but I have approved the attendance policy as President of the Senate and can do so during the summer months, without a Senate vote. Please review the highlighted message below dated June 23, 2015.

From: Sederick Rice
Sent: Tuesday, June 23, 2015 3:04 PM
To: Jacquelyn W. McCray
Cc: Sheena Meadows; Verma Jones
Subject: RE: Athletics Committee +Class Attendance Policy

Thank you Dr. McCray for the information on the Athletics Committee. The meeting I was referring to on Thursday was the Committee on Committee meeting. Most if not all of our senators are 9-month employees who are not active on campus during the summer months and do not check email.

We will not have another Senate meeting until August, during the Faculty Staff Seminar. I still have not received information for all of the department and division representatives for the 2015-2016 Senate. I am working on this issue now and will be challenging division and department heads to get that information to us in a timely manner.

As President of the Faculty Staff Senate, I can act with Executive Privilege during the summer months (May 15-August 15) and have the authority to sign off on important items such as the Class-Attendance Policy, without a Senate vote. The Class-Attendance Policy has been approved by AAEP and I believe that the Class Attendance Policy, in its current form, serves in the best interest of faculty, staff, and students. I look forward to seeing this policy in the new ROAR and disseminated throughout our schools and departments so faculty and staff can incorporate this policy into their fall semester syllabi.

Best Regards,

Sederick C. Rice, Ph.D.
Assistant Professor of Biology
Department of Biology
President-Elect- UAPB Faculty Staff Assembly/Senate (2015-2016)
University of Arkansas at Pine Bluff
1200 N. University Drive
Mail Slot 4972
Pine Bluff, Arkansas 71601
Office Phone: 870-575-8849