

APPROVED

CAA - 01-18-07




EASTERN KENTUCKY UNIVERSITY

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Office of Academic Affairs and Research
Assistant Vice President
Enrollment Management

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TO: Council on Academic Affairs

FROM: Edward J. Keeley, Ph.D.
Interim Assistant Vice President
Enrollment Management 

DATE: January 4, 2007

RE: Proposed Change to Catalog Text Regarding Class Attendance

I wish to put forward the attached proposal for Council on Academic Affairs consideration.

This proposed change to the catalog text is intended to clarify expectations of students regarding registration and attendance, and ultimately to enhance student success and persistence.

Thank you for your consideration.

Attachments



MEMORANDUM

TO: Council of Academic Affairs

VIA: Dr. Edward Keeley
Interim Vice President of Enrollment Management

FROM: Heidi Terry
University Registrar

DATE: November 16, 2006

RE: Request for Clarification/Revision to Catalog Text Regarding Class Attendance

Special note: This version incorporates the "friendly amendments" suggested at the January 18th CAA meeting.

Proposal and Rational

While it is a common understanding that students are expected to be officially enrolled/registered in those courses for which they are attending, the university catalogs do not explicitly speak to that expectation. Consequently, I request the following revision to both the Undergraduate and Graduate catalogs:

Class Attendance (2006-07 UG Catalog, pg 37 & GR Catalog, pg 29)

The University expects all students to be officially registered and to attend classes. Students are responsible for course work covered during all class periods, including the first class meeting. Each instructor will record absences and deal with them in a manner consistent with departmental policy for that course. Since attendance policies vary among departments and for courses within departments, students must be familiar with the policy printed on the course syllabus. IF a student presents the instructor with an adequate and documented reason for an absence, the instructor normally will give the student an opportunity to make up the work missed, if this is feasible. Adequate reasons involve circumstances beyond the student's control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity. No absence of any nature will be construed as relieving the student from responsibility for the timely completion of all work assigned by the instructor. It is the student's responsibility to initiate the request to make up class work missed.