

Contents of this document:

Page 1 has the current language in the handbook.

Page 2 has the marked-up language presented to the senate at the April 23 meeting.

Pages 3 & 4 have the language further marked-up at the Executive Board meeting on April 30.

Page 5 is the proposed language without mark-up

CURRENT HANDBOOK LANGUAGE

10.4.3 Extra-Curricular Activities

Students occasionally participate in non-credit events (competitions, conferences, presentations, programs, and performances) scheduled by academic or athletic units of the university at times that conflict with scheduled classes. Students who miss class for these reasons are responsible for completing all assigned course requirements in a timely manner.

Instructors are encouraged not to penalize students who miss class because they represent Iowa state university in activities such as:

- a. academic and professional conferences
- b. intercollegiate athletic and judging competitions
- c. musical, theatrical, dance and other artistic performances
- d. presentations or programs given to external audiences about ISU or academic matters

Ultimately, however, it is up to each instructor to decide whether absences will or will not be excused for participation in these activities.

In all cases, the person responsible for the event or activity should provide participants with a letter explaining the proposed absence. Students are obliged to ensure that instructors receive this documentation at least 10 days in advance of the activity or event.

Instructors are urged to provide timely opportunities for students to take missed examinations and/or make up missed assignments. While instructors are free to change the format of make-up exams or assignments, students should be evaluated by the same standards as other members of the class.

Instructors and others who organize curricular and extra-curricular activities are urged to exercise moderation in scheduling events or activities that conflict with the academic rhythm of the university. Wherever possible, recurring activities or events should not be scheduled for the same period of time during a semester. If this is inevitable, then instructors, advisers and coaches are strongly advised to forewarn their affected students not to enroll in courses that will result in repeated absences.

MOTION for REVISION presented at APRIL 23, 2013 Meeting
Faculty Handbook - Extra-Curricular Activities - Section 10.4.3

Introduction: The proposed changes to this section are in a response to the request to add a provision for students having military service obligations, and to clarify and improve the intent of this section for faculty to provide for reasonable accommodations for students to make-up examinations and other assignments missed due to university-related activities.

Blue Text is added

~~Red strike-through text is deleted~~

10.4.3 Excusable Absences for Extra-Curricular Activities or Military Service

Students occasionally participate in non-credit events (competitions, conferences, presentations, programs, and performances) scheduled by academic or athletic units of the university at times that conflict with scheduled classes. Students who miss class for these reasons are responsible for completing all assigned course requirements in a timely manner.

~~Instructors are encouraged not to penalize students who miss class because they represent Iowa state university in activities such as:~~

Instructors shall not penalize students who miss class while representing Iowa State University in official department- or university-sponsored activities, including:

- a. academic ~~and~~ or professional conferences and workshops
- b. intercollegiate athletic, ~~academic~~, and judging competitions
- c. musical, theatrical, dance and other artistic performances
- d. presentations or programs given to external audiences ~~about ISU or academic matters~~

Instructors shall not penalize students who miss class while performing required National Guard or other United States military service obligations

~~Ultimately, however, it is up to each instructor to decide whether absences will or will not be excused for participation in these activities.~~

In all cases, the person responsible for the event or activity should provide participants with a letter explaining the proposed absence. Students are obliged to ensure that instructors receive this documentation at least 10 days in advance of the activity or event.

Instructors ~~are urged to~~ **should** provide timely opportunities for students to ~~take~~ **make-up or replace** missed ~~scheduled~~ examinations and/or ~~make-up missed~~ assignments. While instructors are free to change the format of make-up examinations or assignments, students ~~should~~ **will** be evaluated by the same standards as other members of the class.

Instructors and others who organize curricular and extra-curricular activities are urged to exercise moderation in scheduling events or activities. ~~that conflict with the academic rhythm of the university. Wherever~~ **Whenever** possible, recurring activities or events should not be scheduled for the same period of time during a semester. If this is inevitable, then instructors, advisers and coaches are strongly advised to forewarn their affected students not to enroll in courses that will result in repeated absences.

MOTION for REVISION as modified by EB 4/30

Faculty Handbook - Extra-Curricular Activities - Section 10.4.3

Introduction: The proposed changes to this section are in a response to the request to add a provision for students having military service obligations, and to clarify and improve the intent of this section for faculty to provide for reasonable accommodations for students to make-up examinations and other assignments missed due to university-related activities. **This revision takes into account the discussion on the Senate floor on April 23, in Governance Council on April 30, and amendments submitted to the EB by Senator Zarecor and Senator Sturm. It attempts to clarify the different kinds of excusable absences for non-curricular reasons. Curricular-related absences are in section 10.4.2.**

Additions to the APRIL 23 version are in PURPLE; deletions are in strikethrough
Blue Text is added
Red strike-through text is deleted

10.4.3 Excusable Absences for Non-~~Extra-Curricular Reasons~~ ~~Activities or Military Service~~

~~Students occasionally participate in non-credit events (competitions, conferences, presentations, programs, and performances) scheduled by academic or athletic units of the university at times that conflict with scheduled classes. Students who miss class for these non-curricular reasons are responsible for completing all assigned course requirements in a timely manner.~~

TEXT in YELLOW is moved to Section 10.4.3.1.

~~Instructors are encouraged not to penalize students who miss class because they represent Iowa state university in activities such as:~~

~~Instructors shall not penalize students who miss class while representing Iowa State University in official department or university sponsored activities, including:~~

- ~~a. academic and or professional conferences and workshops~~
- ~~b. intercollegiate athletic, academic, and judging competitions~~
- ~~c. musical, theatrical, dance and other artistic performances~~
- ~~d. presentations or programs given to external audiences about ISU or academic matters~~

TEXT in GREEN is moved to Section 10.4.3

~~Instructors shall not penalize students who miss class while performing required National Guard or other United States military service obligations~~

~~Ultimately, however, it is up to each instructor to decide whether absences will or will not be excused for participation in these activities.~~ Replaced by final paragraph in this section.

PARAGRAPH ORDER SWITCHED

Instructors ~~are urged to~~ should provide timely opportunities for students to ~~take make-up or replace~~ missed ~~scheduled~~ examinations and/or ~~make-up missed~~ assignments resulting from an excusable absence. While instructors are free to change the format of make-up examinations or assignments, students ~~should will~~ be evaluated by the same standards as other members of the class.

In all cases, the person responsible for the event or activity should provide participants with a letter explaining the proposed absence and its duration including travel times for off-campus events and activities. Students must provide this documentation to instructors ~~are obliged to ensure that instructors~~

~~receive this documentation~~ at least 10 days in advance of the activity or event, except when such notice is not possible.

Course instructors retain final authority regarding student absences and how they impact course grades and the acceptability of a student's work toward passing their course. If a student must miss, for any reason, a portion of a course that, in the considered opinion of the course instructor, is critical to the student's ability to meet the course objectives, the instructor must recommend alternative actions to the student, which may include dropping the class.

~~Instructors and others who organize curricular and extra-curricular activities are urged to exercise moderation in scheduling events or activities that conflict with the academic rhythm of the university. Wherever Whenever possible, recurring activities or events should not be scheduled for the same period of time during a semester. If this is inevitable, then instructors, advisers and coaches are strongly advised to forewarn their affected students not to enroll in courses that will result in repeated absences.~~

10.4.3.1. Extra-Curricular Activities as a Representative of the University

Students may seek to or be asked to participate as an Iowa State University representative in non-credit events (competitions, conferences, presentations, programs, and performances) scheduled by academic or athletic units of the university at times that conflict with scheduled classes.

~~Instructors are encouraged not to penalize students who miss class because they represent Iowa state university in activities such as:~~

Instructors shall ~~not penalize~~ excuse students who miss class while representing Iowa State University in official department- or university-sponsored activities, including:

- a. academic ~~and~~ or professional conferences and workshops
- b. intercollegiate athletic, academic, and judging competitions
- c. musical, theatrical, dance and other artistic performances
- d. presentations or programs given to external audiences ~~about ISU or academic matters~~

10.4.3.2 Other Extra-Curricular Activities

Instructors will determine whether other absences similar to those described in 10.4.3.1, but which are not officially sponsored by a unit of the University (e.g., conference attendance, job interviews), will be treated as excused.

10.4.3.3 Military Service

Instructors shall excuse absences due to performing required National Guard or other United States military service obligations (other than annual training). When a student is called to active duty for more than two weeks, instructors should meet with the student and the student's adviser to discuss the situation and academic options. University procedures are in place for such situations and should be followed.

10.4.3.4 Court Appearances

Instructors shall excuse absences due to officially mandated court appearances including jury duty.

(Approved by FS Executive Board – 30 April 2013)

MOTION for REVISION of FH 10.4.3 as modified by EB 4/30

10.4.3 Excusable Absences for Non-Curricular Reasons

Students who miss class for non-curricular reasons are responsible for completing all assigned course requirements in a timely manner.

Instructors should provide timely opportunities for students to make-up or replace missed scheduled examinations and/or assignments resulting from an excusable absence. While instructors are free to change the format of make-up examinations or assignments, students will be evaluated by the same standards as other members of the class.

In all cases, the person responsible for the event or activity should provide participants with a letter explaining the proposed absence and its duration including travel times for off-campus events and activities. Students must provide this documentation to instructors at least 10 days in advance of the activity or event, except when such notice is not possible.

Course instructors retain final authority regarding student absences and how they impact course grades and the acceptability of a student's work toward passing their course. If a student must miss, for any reason, a portion of a course that, in the considered opinion of the course instructor, is critical to the student's ability to meet the course objectives, the instructor must recommend alternative actions to the student, which may include dropping the class.

10.4.3.1. Extra-Curricular Activities as a Representative of the University

Students may seek to or be asked to participate as an Iowa State University representative in non-credit events (competitions, conferences, presentations, programs, and performances) scheduled by academic or athletic units of the university at times that conflict with scheduled classes.

Instructors shall excuse students who miss class while representing Iowa State University in official department- or university-sponsored activities, including:

- a. academic or professional conferences and workshops
- b. intercollegiate athletic, academic, and judging competitions
- c. musical, theatrical, dance and other artistic performances
- d. presentations or programs given to external audiences

10.4.3.2 Other Extra-Curricular Activities

Instructors will determine whether other absences similar to those described in 10.4.3.1, but which are not officially sponsored by a unit of the University (e.g., conference attendance, job interviews), will be treated as excused.

10.4.3.3 Military Service

Instructors shall excuse absences due to performing required National Guard or other United States military service obligations (other than annual training). When a student is called to active duty for more than two weeks, instructors should meet with the student and the student's adviser to discuss the situation and academic options. University procedures are in place for such situations and should be followed.

10.4.3.4 Court Appearances

Instructors shall excuse absences due to officially mandated court appearances including jury duty.