

Fall 2013

F13RS SGR No. 10 (PS-22 Amendments)

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STUDENT SENATE

F13RS

SGR No. 10

BY: SPEAKER PRO TEMPORE SCHWARTZENBURG AND SENATOR TRICHE

A RESOLUTION

TO APPROVE AMENDMENTS TO LSU POLICY STATEMENT 22, STUDENT ABSENCE FROM CLASS

- PARAGRAPH 1:** WHEREAS, THE FACULTY SENATE’S AD HOC COMMITTEE ON EXCUSED ABSENCE POLICY WAS FORMED IN SPRING 2013 TO PROPOSE IMPROVEMENTS TO PS-22 AND PS-29, AND;
- PARAGRAPH 2:** WHEREAS, THE COMMITTEE PROPOSED SEVERAL CHANGES TO PS-22 WHICH ATTEMPT TO CLARIFY AMBIGUITY REGARDING EXCUSED ABSENCES, AND;
- PARAGRAPH 3:** WHEREAS, THESE AMENDMENTS ARE CURRENTLY BEING REVIEWED BY STUDENT LIFE AND ENROLLMENT, HUMAN RESOURCE MANAGEMENT, ACADEMIC AFFAIRS, AND THE OFFICE OF RISK MANAGEMENT, AND;
- PARAGRAPH 4:** WHEREAS, THE FOLLOWING ARE THE PROPOSED AMENDMENTS TO PS-22, AND;
- PARAGRAPH 5:** WHEREAS, A PURPOSE AND DEFINITION SECTION WOULD BE APPROPRIATE ADDITIONS TO THIS POLICY STATEMENT, AND;
- PARAGRAPH 6:** WHEREAS, “APPROPRIATE DOCUMENTATION” WOULD BE EXTREMELY DIFFICULT TO DEFINE AS THERE ARE LIMITLESS SCENARIOS AND OPTIONS THAT APPROPRIATE DOCUMENTATION COULD INCLUDE. ADDING IN SPECIFIC DEFINITIONS OF APPROPRIATE DOCUMENTATION MAY BE LIMITING AND SHOULD THEREFORE NOT BE LISTED IN THIS POLICY, AND;
- PARAGRAPH 7:** WHEREAS, REGISTERED STUDENT ORGANIZATIONS SHOULD BE DEFINED AS STATED BELOW, AND;

STUDENT ABSENCE FROM CLASS

I. PURPOSE:

II. DEFINITIONS:

~~Appropriate Documentation:~~

Prior Notification:

Registered Student Organizations: any student organization which is officially registered with LSU Campus Life

56 **PARAGRAPH 8:** WHEREAS, THE FOLLOWING AMENDMENTS TO THE GENERAL
57 POLICY SECTION EFFECTIVELY ENSURE MORE CLARITY IN VALID
58 REASONS FOR ABSENCES, AND;

59
60 **PARAGRAPH 9:** WHEREAS, "PROFESSIONAL SCHOOL AND GRADUATE SCHOOL
61 OFFICIAL TOURS OR RECRUITING EVENTS" WOULD BE A GOOD
62 ADDITION TO THIS LIST SINCE THESE ARE ESSENTIAL IN
63 STUDENTS' DECISIONS CONCERNING FUTURE CAREER PATHS.
64 THERE MAY NEED TO A MAXIMUM NUMBER OF TOURS OR
65 RECRUITING EVENTS THAT A STUDENT MAY BE EXCUSED FOR,
66 AND;

67
68 **III. GENERAL POLICY:**
69

70 Class attendance is the responsibility of the student, **undergraduate or graduate**. The student is
71 expected to attend all classes. A student who finds it necessary to miss class assumes
72 responsibility for making up examinations, obtaining lecture notes, and otherwise compensating
73 for what ~~may have been~~ **was** missed. The course instructor will determine the validity of a
74 student's reason(s) for absences and will assist those students who have valid reasons (**see**
75 **section IV. C., below**).

76
77 Valid reasons for absences include:

- 78
79 A. **Serious or infectious** illness.
80 B. **Serious family emergencies involving members of the student's household**
81 **(permanent or campus) or immediate family.**
82 C. **Special curricular requirements** such as judging trips or field trips.
83 D. **Court-imposed legal obligations** such as subpoenas or jury duty.
84 E. **Military obligations.**
85 F. **Serious Hazardous weather conditions or effects.**
86 G. **Religious observances.** ~~See the interfaith calendar website~~
87 ~~(www.interfaithcalendar.org) for an updated calendar of holidays and primary holy days of~~
88 ~~the various religions.~~ Faculty members are expected to be sensitive to the different
89 religious traditions represented in the LSU community and to assist students in making
90 up examinations or other assigned work that may be missed due to absences required by
91 religious observances.
92 H. **Participation in varsity athletic competitions or university musical events. Athletics and**
93 **other events in which the student is representing the university in an official**
94 **capacity.**
95 I. **Professional school and graduate school interviews.**
96 J. **Professional school and graduate school official tour or recruiting event.**

97
98 **PARAGRAPH 10:** WHEREAS, THE FOLLOWING AMENDMENTS TO THE PROCEDURES
99 SECTION EFFECTIVELY ENSURE FURTHER CLARITY IN NECESSARY
100 STEPS TO BE TAKEN TO PROVE THAT A STUDENT HAS BEEN
101 INVOLVED WITH AN ABOVE MENTIONED "VALID REASON FOR
102 ABSENCE:

103
104 **IV. PROCEDURES:**
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- 106 A. The student is responsible for providing reasonable **advance prior notification—at as**
107 **early a date as possible—and appropriate documentation** of the reason for the
108 absence. **Prior notice allows instructor and student to settle upon an appropriate**
109 **plan of action, including agreement on the validity of the excuse.** Should the
110 instructor and student disagree over the validity of a reason for an absence **or over** the
111 timing of the student's notification, the student has the right to appeal the instructor's
112 decision according to the general appeal procedure in PS-48.
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B. In the following instances, the dean of the student's academic college, ~~and~~ not the instructor, ~~determines will determine~~ the validity of a student's reason for absence:

1. Group excuses for absence (see ~~Operating Procedures~~ section IV. D., below)
2. For undergraduate students, a grade of Incomplete (I-grade) due to absences must be authorized by the academic dean. I-grades for graduate students do not require the academic dean's approval.
3. **A student who, because of illness or other valid reason, is absent from any final examination may take a special examination only with authorization of the dean of the student's college.**

PARAGRAPH 11: WHEREAS, EXPLICITLY STATING THAT AN INSTRUCTOR MUST DEVELOP A MAKE-UP POLICY IS VERY BENEFICIAL TO STUDENTS AND SHOULD DEFINITELY HAVE A PLACE IN THIS POLICY STATEMENT, AND;

PARAGRAPH 12: WHEREAS, A STATEMENT INDICATING A TIMEFRAME FOR THE MAKE-UP COURSEWORK WOULD BE APPROPRIATE TO ENSURE THAT A STUDENT'S TRANSCRIPT, SCHOLARSHIPS, AND ENROLLMENT STATUS WOULD NOT BE AFFECTED DUE TO AN AMBIGUOUS OR LENGTHY TIMEFRAME. AN APPROPRIATE STATEMENT COULD INCLUDE THE FOLLOWING:

C. Making up Coursework:

It is the instructor's responsibility to develop a make-up policy for excused absences that does not reflect negatively or positively on a student's final grade. It is the instructor's obligation to include a clearly-stated make-up policy for excused absences in course syllabi. All make-up coursework must be assigned and completed in a mutually established timeframe.

In some cases, departments, schools, or colleges may develop operating procedures in accordance with university requirements. The procedures must then be followed by the unit's instructorship.

PARAGRAPH 13: WHEREAS, THE FOLLOWING MAKE-UP OPTIONS LISTED ARE FAIR FOR STUDENTS WITH THE EXCEPTION OF "ACCOMMODATING THE MISSED ASSIGNMENT BY INCREASING THE VALUE OF OTHER ASSIGNMENTS." THIS PARTICULAR OPTION DOES NOT ADEQUATELY ASSESS A STUDENT'S PERFORMANCE ON COURSE AS A WHOLE. THE "OTHER" ASSIGNMENTS LISTED MAY BE MORE CHALLENGING THAN THE ASSIGNMENT MISSED WHICH COULD ADVERSELY AFFECT THE STUDENT'S GRADE. THIS PARTICULAR OPTION SHOULD IN FACT, BE EXPLICITLY PROHIBITED DUE TO ITS UNJUST CONSEQUENCES TO A STUDENT. THIS SECTION OF THE MAKING UP COURSEWORK SHOULD READ AS FOLLOWS:

Because the nature of each course is different, practices for making up assignments may differ. Some practices include arranging off-site exam opportunities, offering make-up exams, or completing alternative assignments, ~~or accommodating the missed assignment by increasing the value of other assignments.~~ Making up a missed assignment by increasing the value of other assignments shall be prohibited.

171 **PARAGRAPH 14:** WHEREAS, THE FOLLOWING AMENDMENTS CORRECTLY INCLUDE
172 REGISTERED STUDENT ORGANIZATIONS IN THE MULTIPLE
173 OPTIONS WHICH A STUDENT CAN REPRESENT THE UNIVERSITY:

174 **C. Group Activities**
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- 176 1. Group activities which conflict with scheduled classes may be sponsored by the
177 deans and directors of colleges and schools, the Director of Athletics, ~~Director of the~~
178 ~~LSU Union~~ and the **Vice Chancellor for Student Life & Enrollment**, depending on
179 the college or school. Approval of the individual student's absence must be obtained
180 from the dean or director of the college or school in which the student is enrolled
181 before that student may be included in the group.
182
- 183 2. Group absences may be approved only in the following circumstances:
184
- 185 a. A trip by a group of students in fulfillment of class or departmental requirements
186 when the university controls time, route, and mode of travel. (See PM 4 section
187 1.A.)
 - 188 b. Travel by an individual or non-class group for the purpose of representing the
189 university (including Student Government, Athletic Department, ~~LSU Union~~ and
190 **registered student organizations**) and the university controls the time, route
191 and mode of travel. (See PM 4 section 1.B.)
 - 192 c. Authorized special duties at the university. Examples include:
193 i. ROTC students participating in the Chancellor's Day Parade.
194 ii. Band members participating in special campus programs.
- 195
- 196 3. In any event in which group absences are requested, university regulations with
197 respect to group insurance must be observed. Travel to or from an event in privately-
198 owned vehicles is not covered by university or trip accident insurance.
199

200 **PARAGRAPH 15:** WHEREAS, THE FOLLOWING AMENDMENT CAN BE SIMPLIFIED.
201 INFORMATION REGARDING HOW TO REQUEST TRAVEL INSURANCE
202 SHOULD NOT BE INCLUDED IN A POLICY ON STUDENT ABSENCE.
203 ALSO WHILE STUDENT TRIP TRAVEL INSURANCE WAS A PROJECT
204 INITIATED BY STUDENT GOVERNMENT, WE DO NOT ACTUALLY
205 PROVIDE THE INSURANCE. THEREFORE, THAT INFORMATION IS
206 INCORRECT AND SHOULD NOT BE STATED IN ANY POLICY
207 STATEMENT. THIS AMENDMENT CAN BE SIMPLIFIED THE
208 FOLLOWING WAY:

209 ~~The Student Trip Travel (Organizational/Departmental) Form should be used for (1)~~
210 ~~requests for group excuses from class and (2) requests for trip accident insurance.~~
211 ~~Group excuses from class should be requested using the Student Trip Travel~~
212 ~~Form. These forms are available on the web site of LSU Risk Management~~
213 ~~(lsu.edu/riskmgt) in the "Forms" section. Additional information about the~~
214 ~~insurance program can be found in the "Claims and Insurance Information"~~
215 ~~section of the Risk Management web site. The online form must be submitted prior~~
216 ~~to the anticipated date of travel. No other form will be accepted.~~
217

218 ~~Student Trip Travel Insurance is provided by LSU Student Government at no cost~~
219 ~~to departments or student organizations traveling with LSU students.~~
220

221 **SOURCES:**
222

223 **Permanent Memorandum 4**
224

225 **Policy Statement 48**
226

227 **LSU Risk Management Student Trip Travel (Organizational/Departmental) form:**
228 <https://sites01.lsu.edu/wp/riskmgt/triptravelorganization>
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PARAGRAPH 16: THEREFORE, BE IT RESOLVED BY THE LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE STUDENT SENATE THAT STUDENT GOVERNMENT APPROVES AND SUPPORTS THE ABOVE AMENDMENTS TO PS-22, AND;

PARAGRAPH 17: BE IT FURTHER RESOLVED THAT A COPY OF THIS RESOLUTION BE TRANSMITTED TO STUART BELL, UNIVERSITY PROVOST; RYAN LANDRY, ACADEMIC AFFAIRS COORDINATOR; WILLIAM DEMASTES, CHAIR OF THE FACULTY SENATE'S AD HOC COMMITTEE ON EXCUSED ABSENCE POLICY; AND KEVIN COPE, FACULTY SENATE PRESIDENT.

PARAGRAPH 18: THIS RESOLUTION SHALL TAKE EFFECT UPON PASSAGE BY A SIMPLE MAJORITY (1/2) VOTE OF THE LSU STUDENT SENATE AND SIGNATURE BY THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL ACTION, OR IF VETOED BY THE PRESIDENT AND SUBSEQUENTLY APPROVED BY THE SENATE, ON THE DATE OF SUCH APPROVAL.

Approved:


Alex W. Grashoff
Speaker of the Senate


John S. Woodard
Student Body President

Date: 10/24/13

Date: OCTOBER 24th, 2013