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**Academic Policy & Planning Committee**

**Academic Senate**

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**M E M O R A N D U M**

October 17, 2019

**MEMORANDUM**

TO: Thomas Holyoke, Chair

 Academic Senate

FROM: James Mullooly, Chair

                   Academic Policy & Planning Committee

RE:              APM 232 (Student Absences)

This memorandum will serve to inform the Academic Senate that the Academic Policy & Planning Committee moved to approve your consideration of the following modifications to APM 232 at our 10/17/19 meeting.

The following is AP&P’s best faith effort to respond to the concerns raised during the Senate meeting of December 4, 2017 regarding an earlier draft of this policy presented at that time.

Most of the concerns raised are addressed in other policies we have cited here. Other concerns impinge upon a faculty member’s judgment and are inadvisable.

**MSC-** To forward the current draft of APM 232 to the Senate for its consideration.

Senators requested clarification on “what constitutes an unplanned absence” and to provide “specific serious and compelling reasons” and provide “definition of terms used in the document”. We have added the following:

A “serious and compelling reason” is defined as an unexpected condition that is not present prior to enrollment in the course that unexpectedly arises and interferes with a student’s ability to attend class meetings and/or complete course requirements. The student must provide documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor of record (APM 231).

Senators requested clarification on how the “policy works with absence requirements in faculty syllabi”; and “timelines around negotiations of late assignments”. We respectfully refer the faculty to APM 241 Interim Policy on Course Syllabi and Grading.

Senators requested clarification: on what requirements are being placed on student behavior and faculty behavior. We respectfully refer faculty to the honor code policies (i.e., APM 235 Policy on Cheating and Plagiarism, APM 236 Honor Code of Academic Integrity, APM 419 Policy on Disruptive Classroom Behavior).

Attached: APM 232 SENATE markup 11.27.17 (AP&P).docx

CC: vb