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## Academic Standards Subcommittee Agenda, December 11, 2014

Utah State University

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# **Academic Standards Subcommittee Agenda**

**11 December 2014**

Meeting to be held December 11th, 2014 from 2 - 3:30 p.m. in Champ Hall

- I. **Approval of the November 13th, 2014 Minutes**
- II. **International Baccalaureate Organization (IBO) Awarding of Credit Policy (document attached)**
- III. **Excused Absence Policy (document attached)**
- IV. **Informational Items**
  - a. **Upcoming Meetings:**
    - 1. **February 12, 2015, 2:00 - 3:30 pm, Champ Hall**
    - 2. **March 12, 2015, 2:00 - 3:30 pm, Champ Hall**
    - 3. **April 9, 2015, 2:00 - 3:30 pm, Champ Hall**

# Attendance & Excused Absences

## Introduction

The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments.

Students may request an excused absence using the procedures outlined below, for reasons outlined below. Student who are requesting an excused absence are expected to uphold the Student Code of Conduct.

## Excused Absences

A student who is requesting an excused absence is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following:

1. Participation in a university sponsored or sanctioned activity.
2. Death or major illness in a student's immediate family (as defined in Policy 346.1 of the USU Policies Manual).
3. Illness of a dependent family member.
4. Participation in legal proceedings or administrative procedures that require a student's presence.
5. Religious holy day.
6. Injury or Illness that is too severe or contagious for the student to attend class.
  - a. **Injury or illness of three or more days.** For injury or illness that requires a student to be absent from classes for three or more business days, the student should obtain a medical confirmation note from his or her medical provider. The Student Health & Wellness Center or an off-campus medical professional can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. The medical confirmation note must contain the date and time of the illness and medical professional's confirmation of needed absence.
  - b. **Injury or illness less than three days.** Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than three business days (to include classes on Saturday). At the discretion of the faculty member and/or academic department standard, as outlined in the course syllabus, illness confirmation may be obtained by confirmation of visit to a health care professional affirming date and time of visit.
  - c. An absence for a non-acute medical service does not constitute an excused absence.
7. Required participation in military duties.
8. Mandatory admission interviews for professional or graduate school that cannot be rescheduled.
9. Mandatory participation as a student-athlete in NCAA-sanctioned competition.
10. In accordance with Title IX of the Educational Amendments of 1972, Utah State University shall treat pregnancy and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's

physician. Requests for excused absence related to pregnancy should be directed to the instructor; questions about Title IX should be directed to the University Title IX Coordinator.

## **Procedures**

Students may be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in above, or other reason deemed appropriate by the student's instructor.

The dean (or dean's designee), of the student's college may provide a letter for the student to take to the instructor stating that the dean has verified the student's absence as excused.

To be excused the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible (e.g. accident, or emergency) the student must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class. Accommodations sought for absences due to the observance of a religious holiday can be sought either prior or after the absence, but not later than two working days after the absence. If needed, the student must provide additional documentation substantiating the reason for the absence, which is satisfactory to the instructor, within one week of the last date of the absence.

If the absence is excused, the instructor must either provide the student an opportunity to make up any quiz, exam, or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. Students with an excused absence shall be "held harmless," and benefit from all classroom policies, as if the student was present. The make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence.

The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

## **Grievance Procedures**

A student may appeal an instructor's decision that an absence is unexcused on the grounds that evidence has been presented to the instructor that substantiates one or more of the reasons deemed sufficient for an excused absence or on the grounds that the instructor's decision was arbitrary, capricious or prejudicial. Any appeal must be initiated within three class days of the instructor's decision. In the appeal process, the burden of proof shall be upon the student. The student may make an appeal to the following persons or bodies in the sequence in which they are listed:

1. The head of the academic department in which the course is offered
2. The Dean or designee of the undergraduate college in which the course is offered or the director of graduate studies in the case of graduate students.
3. The Provost

## International Baccalaureate Organization (IBO) Awarding of Credit Policy:

USU recognizes the International Baccalaureate program. Students who enter USU with International Baccalaureate credit are **awarded admission** and are encouraged to apply to the Honors Program. Students who present an International Baccalaureate diploma will be awarded a maximum of 30 credits. These credits will waive the appropriate Breadth and Communications Literacy requirements, but students will still be required to complete the Quantitative Literacy ~~and Computer and Information Literacy~~ requirements, unless their individual scores on IB exams waive those requirements. Each student's transcript will be evaluated individually, based on the courses ~~he or she has~~ completed.

Students who have not completed the International Baccalaureate diploma may receive **3 or more up to 8** credits for scores of **4 5** to 7 on ~~standard or~~ higher-level exams (as shown below), up to a maximum of 30 credits.

Individual departments and/or colleges may specify the exact courses **required necessary** to fulfill **their program** requirements. **and may require** Please note that more than the minimum General Education requirements **may be necessary**. For instance, ~~s~~Some departments and colleges require specific coursework for General Education, ~~which~~ and the IBO exams may not satisfy **these requirements**, in which case additional courses may be required.

If, prior to (or after) taking an IBO examination, a student receives credit (including AP credit) **for any coursework equivalent to the subject matter** of an IBO examination, the **IBO credits equivalent to the course** will be deducted. ~~credits earned for the course will be deducted from the credits awarded for the examination.~~

USU recognizes that ~~o~~Other institutions have policies differing from those of USU and that those institutions may evaluate the IBO transcript differently than USU. ~~regarding IBO scores and credits granted for those scores.~~ For this reason, please note that transfer students with IBO credits posted to another institution's transcript but who have ~~with~~ less than an associate degree, ~~IBO credit posted to another institution's transcript is~~ will have their IBO credits reevaluated based on USU's standards.