

17 February 2020

**TO: The University Senate****FROM: Educational Policy Committee****DISPOSITION: University Senate for Discussion and Adoption****REFERENCE:** Academic Regulations and Procedures: Classes (University Senate Document 6-5, March 19, 2007)**PROPOSAL:** *Updating class absence policies: by 1) clarifying terms 2) updating policies due to the changing needs of students 3) provision added for jury duty***RATIONALE:** *The current class absence policies are insufficient in providing adequate time away from campus and flexibility in times of grief, military duty, jury duty, and family leave. Guidelines in these areas are essential for not only protecting the academic standing of students but also for providing guidance to Purdue faculty on approved procedures for handling student absences consistently.*

Current	Proposed
<p><b>A . Attendance</b></p> <p>The resources of Purdue University are provided for the intellectual development of its students. Courses with defined schedules are provided to facilitate an orderly and predictable environment for learning, as well as to provide assurance of a registered student's right to access the course. Scheduled courses allow students to avoid conflicts and reflect the University's expectation that students should be present for every meeting of a class/laboratory for which they are registered. Faculty are responsible for organizing and delivering a course of instruction and for certifying student accomplishment on the basis of performance.</p> <p>The University recognizes that the learning mission can be enhanced significantly by extracurricular experiences. Students participating in University-sponsored activities should be permitted to make up class work missed as a result of this participation. Ultimately students are responsible for all required coursework and bear full responsibility for any academic consequences that may result due to absence.</p>	<p><b>A . Attendance</b></p> <p>The resources of Purdue University are provided for the intellectual development of its students. Courses with defined schedules are provided to facilitate an orderly and predictable environment for learning, as well as to provide assurance of a registered student's right to access the course. Scheduled courses allow students to avoid conflicts and reflect the University's expectation that students should be present for every meeting of a class/laboratory for which they are registered. Faculty are responsible for organizing and delivering a course of instruction and for certifying student accomplishment on the basis of performance. Coursework is defined as the assessment(s) used by the instructor to determine the student's grade, as outlined in the course syllabus.</p> <p>The University recognizes that the learning mission can be enhanced significantly by <del>co</del>extracurricular experiences. Students participating in University-sponsored activities should be permitted to make up class work missed as a result of this participation. Ultimately students are responsible for all required coursework and bear full responsibility for any academic consequences that may result due to absence.</p> <p><b>Additionally, the University recognizes that in some circumstances, absence from class is unavoidable or is necessary to fulfill a required obligation. As such,</b></p>

	<p>the University has established the following as reasons to be granted an excused absence from class:</p> <ul style="list-style-type: none"> <li>• Grief/Bereavement</li> <li>• Military Service</li> <li>• Jury Duty</li> <li>• Parenting Leave</li> </ul> <p>Procedures and remedies for granting these absences for is specified in the sections below. The student bears the responsibility of informing the instructor in a timely fashion, if possible. The instructor bears the responsibility of trying to accommodate the student either by excusing the student or allowing the student to make up work, when possible.</p>
<p><b>1. General Attendance Issues (University Senate Document 10-8, March 21, 2011)</b> Instructors are expected to establish and clearly communicate in the course syllabus attendance policies relevant to individual courses. Course attendance policies must be consistent with University policy.</p> <p>It is recognized that occasionally it may be necessary for a student to be absent from a scheduled course activity for personal reasons beyond his/her control (e.g., illness, family emergency, bereavement, etc.). The University expects each student to be responsible for class-related work missed as a result of an unavoidable absence; this work may be made up at the discretion of the instructor.</p> <p>Only the instructor can excuse a student from a course requirement or responsibility. When conflicts or absences can be anticipated, such as for many University sponsored activities and religious observances, the student should inform the instructor of the situation as far in advance as possible and the instructor should strive to accommodate the student. Individual course policies may state expected notification periods. For unanticipated or emergency absences where advance notification to an instructor is not possible, the student should contact the instructor as soon as possible by e-mail, phone, or by contacting the main office of the department that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, and in</p>	<p><b>1. General Attendance Issues (University Senate Document 10-8, March 21, 2011)</b> Instructors are expected to establish and clearly communicate in the course syllabus attendance policies relevant to individual courses. Course attendance policies must be consistent with University policy.</p> <p>It is recognized that occasionally it may be necessary for a students to be absent from a scheduled course activity for personal reasons beyond his/her <b>their</b> control (e.g., illness, family emergency, <b>job/internship interview bereavement</b>, etc.). The University expects each student to be responsible for class-related work missed as a result of an unavoidable absence; this work may be made up at the discretion of the instructor.</p> <p>Only the instructor can excuse a student from a course requirement or responsibility. When conflicts or absences can be anticipated, such as for many University sponsored activities <b>or and</b> religious observances, the student should inform the instructor of the situation as far in advance as possible and the instructor should strive to accommodate the student. Individual course policies may state expected notification periods. <u>Additionally, instructors <b>must</b> <del>should</del> clearly and explicitly state, in their course syllabus, <b>procedures in which assignments and assessments can be made up</b> <del>which assignments and assessments are appropriate to be provided as make up work for their course.</del></u> For unanticipated or emergency absences where advance notification to an instructor is not possible, the student should contact the instructor as soon as possible by e-mail, phone, or</p>

<p>cases of bereavement, the student or the student's representative should contact the Office of the Dean of Students. A member of the Dean of Students staff will notify the student's instructor(s) of the circumstances. The student should be aware that this intervention does not change in any way the outcome of the instructor's decision regarding the students' academic work and performance in any given course.</p> <p>Regardless of whether these absences are anticipated or unanticipated, instructors are to allow for absences in accordance with the Student Bereavement Policy and in all other cases, are encouraged to accommodate the student. In certain laboratory-based or intensive short-term courses, a student can jeopardize his/her academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. The student should always consult with the instructor to determine the potential impact of any absence.</p> <p>Students holding the opinion that they have been wrongly denied an excused absence or the opportunity to make up missed work should contact the head of the department offering the course or the Office of the Dean of Students to attempt to resolve the conflict.</p>	<p>by contacting the main office of the department that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, <del>and in cases of bereavement,</del> the student or the student's representative should contact the Office of the Dean of Students. A member of the Dean of Students staff will notify the student's instructor(s) of the circumstances. The student should be aware that this intervention does not change <del>in any way</del> the outcome of the instructor's decision regarding the students' academic work and performance in any given course.</p> <p><del>Regardless of whether these absences are anticipated or unanticipated, instructors are to allow for absences in accordance with the Student Bereavement Policy and in all other cases, are encouraged to accommodate the student. In certain laboratory-based or intensive short-term courses, a student can jeopardize his/her academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. The student should always consult with the instructor to determine the potential impact of any absence.</del></p> <p><del>Students holding the opinion that they have been wrongly denied an excused absence or the opportunity to make up missed work should contact the head of the department offering the course or the Office of the Dean of Students to attempt to resolve the conflict.</del> <i>Moved to Section 8: Procedures</i></p>
<p><b>2. Conflicts with Religious Observances</b></p> <p>The University values a community with diverse backgrounds and traditions and recognizes that conflicts between regularly scheduled curricular activities and religious observances of some members of our community can arise. Instructors are encouraged to cooperate with students in dealing with work missed due to absences resulting from participation in religious observances.</p> <p>Students requesting special consideration in scheduling are encouraged to make this known to instructors well in advance, minimize the length of the absence, and be flexible in arranging alternative</p>	<p><b>2. Conflicts with Religious Observances</b></p> <p>The University values a community with diverse backgrounds and traditions and recognizes that conflicts between regularly scheduled curricular activities and religious observances of some members of our community can arise. Instructors are encouraged to cooperate with students in dealing with <b>course</b> work missed due to absences resulting from participation in religious observances.</p> <p>Students requesting special consideration in scheduling are encouraged to make this known to instructors well in advance, minimize the length of the absence, and be flexible in arranging alternative</p>

<p>times to complete any assignments they might miss. Students holding the opinion that they have wrongly been denied an excused absence or the opportunity to make up missed work due to an absence for a religious observance should contact the head of the department offering the course to attempt to resolve the conflict.</p>	<p>times to complete any assignments they might miss. <del>Students holding the opinion that they have wrongly been denied an excused absence or the opportunity to make up missed work due to an absence for a religious observance should contact the head of the department offering the course to attempt to resolve the conflict.</del> <i>Moved to Section 8: Procedures</i></p>
<p>[No text]</p>	<p><b>3. University Excused Absences</b>  The University Senate <del>has authorized</del> <b>recognizes</b> the following <b>as</b> types of absences <del>that must</del> <b>to</b> be excused:</p> <ul style="list-style-type: none"> <li>• <i>Absences related to those covered under the Grief Absence Policy for Students (GAPS)</i></li> <li>• <i>Absences related to those covered under the Military Absence Policy for Students (MAPS)</i></li> <li>• <i>Absences related to those covered under the Jury Duty Policy for Students</i></li> <li>• <i>Absences related to those covered under the Parenting Leave Policy for Students</i></li> </ul> <p>These policies apply to all students currently enrolled on the Purdue University West Lafayette campus and <b>State-Wide</b> Purdue University Polytechnic State <b>Wide</b> locations.</p>
<p><b>3. Grief Absence Policy for Students (University Senate Document 10-6, March 21, 2011)</b>  Policy Statement: Purdue University recognizes that a time of bereavement is very difficult for a student. The University therefore provides the following rights to students facing the loss of a family member through the Grief Absence Policy for Students (GAPS).</p> <p>GAPS Policy: Students will be excused for funeral leave and given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of the death of a member of the student's family.</p>	<p><b>4. Grief Absence Policy for Students (GAPS)</b>  <del>Policy Statement: Purdue University recognizes that a time of bereavement is very difficult for a student. The University therefore provides the following rights to students facing the loss of a family member through the Grief Absence Policy for Students (GAPS).</del></p> <p>Students will be excused with <u>no penalty will be applied to a student's attendance</u> <del>bereavement leave</del> and the student will <b>be</b> given the opportunity to <b>make up coursework as defined in the course syllabus for bereavement leave. This also includes being granted leave even in those incidences where a student does not travel from campus</b> <del>earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of the death of a member of the student's family.</del></p>

Scope: This policy applies to all full-time and part-time students currently enrolled in the Purdue University System.

Immediate Family: Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of a spouse, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.

Relative living in the student's home: Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of an uncle, aunt, niece, nephew or first cousin living in the student's home.

Relative: Students are eligible for one (1) day of excused absence for the death of an uncle, aunt, niece, nephew or first cousin.

In the event of the death of another family member or friend not explicitly included within this policy, a bereaved student should petition for grief absence through the Office of the Dean of Students (ODOS) by meeting individually with an ODOS staff member for case evaluation.

In addition, students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified funeral services from West Lafayette, IN, as follows:  
Within 150 mile radius of West Lafayette - no additional excused absence days; between 150-300 mile radius of West Lafayette - one additional excused absence days; beyond 300 mile radius of West Lafayette - two additional excused absence days; outside the 48 contiguous United States - four additional excused absence days.

The following parameters are established related to the relationship to the student of the deceased **loved one** ~~family member~~:

Immediate Family: Students are eligible for up to ~~three (3)~~ five (5) days of excused absence, **over a two-week period, of the semester in which the death occurs, over five (5) consecutive calendar days** for the death of a spouse, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.

**Other Relationships: Students are eligible for up to three (3) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of relatives or friends falling outside of the category of immediate family.**

~~Relative living in the student's home: Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of an uncle, aunt, niece, nephew or first cousin living in the student's home.~~

~~Relative: Students are eligible for one (1) day of excused absence for the death of an uncle, aunt, niece, nephew or first cousin.~~

~~In the event of the death of another family member or friend not explicitly included within this policy, All excused absence days must be used within a 2-week time period after the use of the first excused day.~~  
**In unique circumstances**, a bereaved student should petition for **extended** grief absence through the Office of the Dean of Students (ODOS) by meeting individually with an ODOS staff member for case evaluation.

In addition, students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified bereavement services from West Lafayette, IN, as follows:

- Within 150-mile radius of West Lafayette - no additional excused absence days
- Between 150-300 mile radius of West Lafayette - one additional excused absence days;



<p>A student should contact the ODOS to request that a notice of his or her leave be sent to instructors. The student will provide documentation of the death or funeral service attended to the ODOS. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments. If the student is not satisfied with the implementation of this policy by a faculty member, he or she is encouraged to contact the Department Head and if necessary, the ODOS, for further review of his or her case. In a case where grades are negatively affected, the student may follow the established grade appeals process.</p>	<ul style="list-style-type: none"> <li>• Beyond 300-mile radius of West Lafayette - two additional excused absence days</li> <li>• Outside the 48 contiguous United States - four additional excused absence days.</li> </ul> <p><i>A student enrolled at a other Purdue University Polytechnic State Wide locations shall be granted additional leave based upon the traveled distance from the State Wide location in which the student is enrolled at.</i></p> <p>A student should contact the ODOS to request that a notice of his or her leave be sent to instructors. The student will provide documentation of the death or funeral service attended to the ODOS. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments.</p> <p><b>In cases of impending death, students should contact the instructor as soon as possible by e-mail, phone, or by contacting the main office of the department that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, the student or the student's representative should contact the Office of the Dean of Students. A member of the Dean of Students staff will notify the student's instructor(s) of the circumstances. Instructors should work to reasonably accommodate students in these unique circumstances.</b></p> <p><del>If the student is not satisfied with the implementation of this policy by a faculty member, he or she is encouraged to contact the Department Head and if necessary, the ODOS, for further review of his or her the case. In a case where grades are negatively affected, the student may follow the established grade appeals process.</del> <b>Moved to section 8: Procedures</b></p>
<p><b>4. Military Absence Policy for Students (University Senate Document 13-4, March 24, 2014)</b></p> <p>Purdue University recognizes that those who are actively serving in the Reserves or National Guard of the United States are required by their military contract to attend mandatory training through the</p>	<p><b>5. Military Absence Policy for Students (MAPS)</b></p> <p>Purdue University recognizes that those who are actively serving in the Reserves or National Guard of the United States are required by their military contract to attend mandatory training through the</p>

### Military Absence Policy for Students (MAPS).

Students will not be penalized for mandatory military training and will be given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of a schedule or class conflict due to mandatory military training. It is the responsibility of the student to inform the instructor at the beginning of the semester of the potential for mandatory military training conflicts. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

Students are eligible for up to fifteen (15) days for military-required absences per academic year with no more than ten (10) academic calendar days taken consecutively, for their mandatory military training. Total absences, including travel, may not exceed 1/3 of the course meetings for any course. Students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified military training from the Purdue campus, as follows:

Within 150 mile radius of the Purdue campus, no additional excused absence days.

Between 150 - 300 mile radius of the Purdue campus, one additional excused absence days.

Beyond 300 mile radius of the Purdue campus, two additional excused absence days.

Outside the 48 contiguous United States, four additional excused absence days.

A student should contact the Office of the Dean of Students (ODOS) to request that a notice of the leave be sent to instructors as soon as he or she is informed

### ~~Military Absence Policy for Students (MAPS).~~

Students will be excused, and no penalty will be applied to a student's absence for mandatory military training and be given the opportunity to **make up coursework as defined in the course syllabus.**

~~earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of a schedule or class conflict due to mandatory military training.~~ It is the responsibility of the student to inform the instructor at the beginning of the semester of the potential for mandatory military training conflicts. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

Students are eligible for up to fifteen (15) days for military-required absences per academic year with no more than ten (10) academic calendar **(during the fall and spring semesters)** days taken consecutively, for their mandatory military training. Total absences, including travel, may not exceed 1/3 of the course meetings for any course.

Students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified military training from the Purdue campus, as follows:

- Within 150-mile radius of the Purdue campus, no additional excused absence days.
- Between 150 - 300 mile radius of the Purdue campus, one additional excused absence day. Beyond 300-mile radius of the Purdue campus, two additional excused absence days.
- Outside the 48 contiguous United States, four additional excused absence days.

*A student enrolled at a other Purdue University Polytechnic State Wide locations shall be granted additional leave based upon the traveled distance from the State Wide location in which the student is enrolled at.*

of the dates of mandatory military training. The student will provide documentation of the mandatory military training in the form of orders or equivalent documents as proof of legitimate absence to the ODOS as soon as these documents are available. If necessary, the ODOS may consult with the Veterans Success Center about the nature of the documentation. When documentation is presented to the Office of the Dean of Students, a verified absence notification will be sent to the student's instructors.

The student may provide verbal information about the leave to the ODOS and an unverified preliminary (non-MAPS) notice will be sent to instructors for planning purposes only. MAPS will be applicable only when the student has returned to the ODOS with substantiating documentation and ODOS has sent a verified absence notification to the instructors.

With a verified absence notification from the ODOS, the instructor will not penalize the student for missing class and will provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments. If the student begins to make up the work and is not satisfied with the implementation of this policy, he or she shall provide, within 10 days, a written statement to the professor clearly explaining their objection and suggesting an alternative accommodation. If the professor and student cannot expediently resolve this written objection, then the student may appeal for further review or consultation of his or her case to the Department Head, whereupon ODOS or the Veterans Success Center may become involved. In a case where grades are negatively affected, the student may follow the established grade appeals process.

Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, ODOS, or the Veterans Success Center to review and consult on his or her situation.

A student should contact the Office of the Dean of Students (ODOS) to request that a notice of the leave be sent to instructors ~~as soon as he or she is~~ **when** informed of the dates of mandatory military training. The student will provide documentation of the mandatory military training in the form of orders or equivalent documents as proof of legitimate absence to the ODOS as soon as these documents are available. If necessary, the ODOS may consult with the Veterans Success Center about the nature of the documentation. When documentation is presented to the Office of the Dean of Students, a verified absence notification will be sent to the student's instructors.

The student may provide verbal information about the leave to the ODOS and an unverified preliminary (non-MAPS) notice will be sent to instructors for planning purposes only. MAPS will be applicable only when the student has returned to the ODOS with substantiating documentation and ODOS has sent a verified absence notification to the instructors.

With a verified absence notification from the ODOS, **no penalty will be applied to a student's absence for mandatory military training and the student will be given the opportunity to make up course work as defined in the course syllabus** ~~the instructor will not penalize the student for missing class and will provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments. If the student begins to make up the work and is not satisfied with the implementation of this policy, he or she shall provide, within 10 days, a written statement to the professor clearly explaining their objection and suggesting an alternative accommodation. If the professor and student cannot expediently resolve this written objection, then the student may appeal for further review or consultation of his or her case to the Department Head, whereupon ODOS or the Veterans Success Center may become involved. In a case where grades are negatively affected, the student may follow the established grade appeals process.~~  
***Moved to Section 8: Procedures***

Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, **Dean of the school or college,**



<p>In certain laboratory-based or intensive short-term courses, a student can jeopardize his/her academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.</p>	<p>ODOS, or the Veterans Success Center to review and consult on his or her situation.</p> <p>In certain laboratory-based or intensive short-term courses, a student can jeopardize their academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the <b>school or college</b> offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.</p>
<p>[No text]</p>	<p><b>6. Jury Duty Absence Policy For Students</b></p> <p>Students will be excused, and <u>no penalty will be applied to a student's absence</u> for Jury Duty and given the opportunity <b>to make up coursework as defined in the syllabus.</b> <del>earn equivalent credit and to demonstrate evidence of meeting learning outcomes for missed assignments or assessments</del> in the event that a student is summoned to serve as <b>as</b> a potential juror and/or who have been empaneled as a juror in a criminal and/or civil trial. It is the responsibility of the student to inform the instructor at the earliest possible opportunity of the potential for jury duty conflicts. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.</p> <p>Students are eligible for up to ten (10) days for jury duty required absences per academic semester. Total absences, including travel, may not exceed 1/3 of the total course meetings for any course.</p> <p>Students may be granted additional absences to account for travel considerations, to be determined by the distance of the jury duty from the Purdue University campus as follows:</p> <ul style="list-style-type: none"> <li>• Within 150-mile radius of the Purdue campus, no additional excused absence days.</li> <li>• Between 150 - 300 mile radius of the Purdue campus, one additional excused absence day.</li> </ul>

- Beyond 300-mile radius of the Purdue campus, two additional excused absence days.

*A student enrolled at a other Purdue University Polytechnic State Wide locations shall be granted additional leave based upon the traveled distance from the State Wide location in which the student is enrolled at.*

A student should contact the Office of the Dean of Students (ODOS) to request that a notice of the leave be sent to instructors as soon as the student is aware of the dates of the summoned jury duty. The student will provide documentation of the jury duty in the form of a **court** summons ~~from a court.~~

With a verified absence notification from the ODOS, the instructor will not penalize the student for missing class and will provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments. ~~If the student begins to make up the work and is not satisfied with the implementation of this policy, he or she shall provide, within 10 days, a written statement to the professor clearly explaining their objection and suggesting an alternative accommodation. If the professor and student cannot expediently resolve this written objection, then the student may appeal for further review or consultation of his or her case to the Department Head, whereupon ODOS may become involved. In a case where grades are negatively affected, the student may follow the established grade appeals process.~~ **Moved to Section 8: Procedures**

Unique jury duty situations (sequestered, empaneled as a Grand Jury member, etc.) should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, **Dean of the school or college**, or ODOS, to review and consult on the student's situation.

In certain laboratory-based or intensive short-term courses, a student may jeopardize their academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation

	<p>requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school <b>or college</b> offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.</p>
[No text]	<p><b>7. Parenting Leave Policy for Students</b></p> <p>Students who are pregnant, have recently given birth, or need a leave of absence to care for a newborn, adopted, legal guardian, or foster care, may petition for a leave of absence through the Office of Institutional Equity (OIE) by meeting individually with an OIE staff member. The student will be expected to provide documentation related to the petition for leave. If approved, <b>the student will be excused, and no penalty will be applied to a student's absence and given the opportunity to make up course work as defined in the syllabus.</b> the student will be excused from classes. The University will approve all absences due to pregnancy or childbirth for as long as a student's medical provider states that it is medically necessary; and may approve other absences as appropriate.</p> <p><del>Students who have received an approved leave of absence will be permitted to return to the same academic and extracurricular status as before the absences began. Additionally, students who have had an approved leave of absence will maintain their fellowship and scholarship status for all Purdue University-administered fellowships and scholarships.</del></p> <p>The University will provide students who are pregnant or have recently given birth with the same special services it provides to students with temporary medical conditions.</p> <p>The instructor will not penalize the student for missing class during an approved absence and will provide opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments and assessments.</p>
[No text]	<p><b>8. Procedures Grievances</b></p> <p><b>The instructor will not penalize the student for missing class during an approved absence and will</b></p>

	<p>provide opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments and assessments.</p> <p>Students requesting excused absences or leaves under the above policies should expect that absences from heavier course loads or those in certain laboratory-based or intensive short-term courses will have a greater impact on a student than those with a lighter course load. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, <b>make up coursework</b> <del>equivalent exercises or assessments</del> may not be possible as determined by the instructor and subject to review by the Dean of the school <b>or college</b> offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student is advised to always consult with the instructor to determine the potential impact of any absence.</p> <p><b>Students who have received an approved leave of absence will be permitted to return to the same academic and extracurricular status as before the absences began. Additionally, students who have had an approved leave of absence will maintain their fellowship and scholarship status for all Purdue University-administered fellowships and scholarships.</b></p> <p>Students who believe that they have not been provided an excused absence(s) or the opportunity to <b>complete make up work</b> <del>earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments and assessments</del> are encouraged to attempt to resolve the matter informally with the instructor, and/or department head and <b>Dean of the College or School that the course is offered</b>. Additionally, the ODOS, or the OIE in cases involving the Parenting Leave policy, may be consulted by the student for further review of their case. In a case where grades are negatively affected, the student may follow the established grade appeals process.</p>
<p><b>9. Conclusion:</b></p> <p>The University expects that students will attend classes for which they are registered. At times, however, either anticipated or unanticipated absences can occur. The student bears the responsibility of</p>	<p><b>9. Conclusion:</b></p> <p>The University expects that students will attend classes for which they are registered. At times, however, either anticipated or unanticipated absences can occur. The student bears the responsibility of</p>

informing the instructor in a timely fashion, when possible. The instructor bears the responsibility of trying to accommodate the student either by excusing the student or allowing the student to make up work, when possible. The University expects both students and their instructors to approach problems with class attendance in a manner that is reasonable.	informing the instructor in a timely fashion, when possible. The instructor bears the responsibility of trying to accommodate the student either by excusing the student or allowing the student to make up work, when possible. The University expects both students and their instructors to approach problems with class attendance in a manner that is reasonable.
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**Committee Votes**For:

Frederick Berry  
Frank Dooley  
Hossein Ebrahimejad  
Jennifer Fecher  
Andy Freed  
Keith Gehres  
Nan Kong  
Eric Kvam  
Stephen Martin  
Tyson McFall  
Sandy Monroe  
Li Qiao  
Jenna Rickus  
Jeff Stefancic  
Hannah Walter

Against: noneNot present:

Steven Broyles  
Christine Erickson  
Donna Ferullo  
Ayhan Irfanoglu  
Julius Keller  
Greg Michalski  
Libby Richards