

## **ABSENCE FROM CLASS AND CLASS COVERAGE PROCEDURES**

Faculty are expected to be present for all officially scheduled class times (including during finals week). Time missed from class for any reason should not normally exceed one week of classes over the course of the semester. Arrangements for absences from class, including absences for anticipated medical reasons, should be planned well in advance, and approved by the department chair and dean.

Absences due to illness require notification of the chair and departmental secretary before scheduled class time so that class can be officially canceled or substitute instructional activities arranged.

All scheduled class and exam times must be met in order for students to receive credit for classes. It is the responsibility of the faculty member to arrange for appropriate coverage ahead of time to meet class obligations. Coverage usually involves a lecture or exam covered by a colleague, an in-class video administered by a colleague, required attendance at a special event on campus, a library project, or an on-line assignment. The instructor needs to show how the video, special event, or special assignment is relevant to class. Library faculty are available for advice on library assignments or other projects, but the faculty member is responsible for overseeing the students' work on the project. The make-up assignment must be included as a component of the final course grade.

If an instructor must cancel a class on short notice due to illness, students must make up the missing material. Make-up classes may be scheduled, but any student who cannot attend must not be penalized. It is the responsibility of the faculty member to meet in small groups or individually with any student who cannot attend a make-up class, or provide the student with another reasonable option for coverage of the missed material. Missed classes may also be made up with independent appointments with students to review papers or class material as appropriate. The make-up assignment must be included as a component of the final course grade.

**All absences due to illness or medical procedures must be reported on the Absence for Illness form. Faculty should complete the form in advance for planned absences for medical procedures and no more than THREE (3) days after an absence due to illness. Absences due to illness or other medical reasons must be charged against sick leave credits and be reported on the monthly leave record that is submitted to the Payroll Office.**

**Faculty must complete and submit a Professional and Personal Absences form in advance. A copy of the Authorization to Travel Form must be attached.**

**Department chairs are responsible for monitoring faculty absence from class.**

ljw

REVISED: February 2010

**PROFESSIONAL AND PERSONAL ABSENCES**  
**Plan for Coverage of Instructional Responsibilities**

Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Planned absences should be arranged in advance. Class material must be made up for all absences.  
(Use the ABSENCE FOR ILLNESS form if absence is due to illness.)

Please check:    ☐ Professional (Attach travel authorization)    ☐ Personal

**COVERAGE OF CLASSES:**

Course # & section	Date(s)	Time	Substitute Activity*	# previous absences
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____

\*If the substitute activity is a makeup class, specify date and time.

If the substitute is other than a makeup class, exam, or substitute instructor, explain:

a) How is this activity related to course material?

b) How will the activity be included as part of the final course grade?

**SIGNATURE:** Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL:** Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Prior approval of the Department Chair and Dean must be secured before absence except in cases of illness or other emergencies.

Distribution: Dean, Department Chair, Faculty Member  
Revised (Deans' Cabinet): 07/2010

**ABSENCE FOR ILLNESS**  
**Coverage of Instructional Responsibilities**

Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

**IMPORTANT:**

An absence due to illness/family illness must be reported within **THREE (3)** days of your return and the time must be charged against your **SICK LEAVE** credits (regardless of course coverage method). The absence must be reported on your **MONTHLY LEAVE RECORD** prior to submitting the form to Payroll. Class material must be made up. Planned absences from class for medical procedures should be requested in advance.

**COVERAGE OF CLASSES:**

Course # & section	Date(s)	Time	Substitute Activity*	# previous absences
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____

\*If the substitute activity is a makeup class, specify date and time.

If the substitute activity is other than a makeup class, exam, or substitute instructor, explain:

a) How is this activity related to course material?

b) How will the activity be included as part of the final course grade?

**SIGNATURE:** Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL:** Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_