



UNIVERSITY OF
GEORGIA

University Council

November 11, 2019

Mark Farmer, Chair of the Educational Affairs Committee
Agricultural and Environmental Sciences – Jean Williams-Woodward
Arts and Sciences – Samantha Joye
Jean Martin-Williams
Business – Santanu Chatterjee
Annette Poulsen
Education – Laura Bierema
Engineering – Sudhagar Mani
Environment and Design – Ronald Sawhill
(also representing Public Health and Social Work)
Family and Consumer Sciences – Denise Lewis
Forestry and Natural Resources – Puneet Dwivedi
(also representing Ecology)
Journalism and Mass Communication – Shira Chess
Public and International Affairs – Teena Wilhelm
Veterinary Medicine – Susan Williams
(also representing Pharmacy and Law)
Provost's Representative – Rahul Shrivastav
Undergraduate Student Representative – Matthew McDaniel
Graduate/Professional Student Representative – Jordan Henley

Dear Colleagues:

The attached proposal to revise Policy 4.06-5, Air Force ROTC Commitment and Summer Break, will be an agenda item for the November 18, 2019, full Educational Affairs Committee meeting.

Sincerely,

Mark Farmer, Chair
Educational Affairs Committee

cc: Provost S. Jack Hu
Dr. Rahul Shrivastav

Policy 4.06-5 Air Force ROTC Commitment and Summer Break

<https://provost.uga.edu/policies/academic-affairs-policy-manual/4-06-class-attendance/#p-4-06-5>

Rationale for Revision:

Active student participation in the learning process is viewed as an integral part of the educational mission of the University of Georgia. One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work and possible academic failure. For this reason, many UGA instructors have incorporated an attendance policy into their syllabus and grading system. However, the University also recognizes that from time to time students will be required to be absent from attending classes and has established Class Attendance Policies to assist instructors and students in making exceptions to required attendance policies.

The following proposed revision to Policy 4.06-5, Air Force ROTC Commitment and Summer Break, expands and clarifies the exceptions made for military service, in recognition that many UGA students have obligations to branches of the military other than Air Force ROTC.

Current Policy with Proposed Revisions:

Policy 4.06-5 ~~Air Force ROTC~~ Military Service Commitment and Summer Break

~~Air Force headquarters is aware of UGA's semester completion dates and will not assign students to early summer encampments. If a mistake should be made, adjustments would be made so that students could complete their exams. This is consistent with Air Force ROTC policy that its participants are students first and cadets second.~~

Absences due to military duty or veteran status must be excused. This includes, but is not limited to, the following:

- Mandatory monthly drill instruction, such as duty completed by National Guard members and military reservists (typically this involves a one-day absence in order to extend weekend training).
- Service-related medical appointments where failure to appear might result in a loss of benefits.

Students must give written notice to the faculty member at least one week in advance of the absence unless last-minute schedule changes make this notice impossible. Students are strongly encouraged to inform each faculty member of their known and anticipated absences as far in advance as possible, preferably at the start of the term.

The faculty shall accord students the opportunity to independently make up coursework or work of equal value, for the day(s) the event was scheduled and to take a scheduled exam at an alternate time. The faculty member shall determine alternate exam times and due dates for missed course work. These assigned dates may be prior to the date of the absence.

Revised Policy:

Policy 4.06-5 Military Service Commitment and Summer Break

Absences due to military duty or veteran status must be excused. This includes, but is not limited to, the following:

- Mandatory monthly drill instruction, such as duty completed by National Guard members and military reservists (typically this involves a one-day absence in order to extend weekend training).
- Service-related medical appointments where failure to appear might result in a loss of benefits.

Students must give written notice to the faculty member at least one week in advance of the absence unless last-minute schedule changes make this notice impossible. Students are strongly encouraged to inform each faculty member of their known and anticipated absences as far in advance as possible, preferably at the start of the term.

The faculty shall accord students the opportunity to independently make up coursework or work of equal value, for the day(s) the event was scheduled and to take a scheduled exam at an alternate time. The faculty member shall determine alternate exam times and due dates for missed course work. These assigned dates may be prior to the date of the absence.



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Dear Colleagues:

The attached proposal to create a new Policy 4.06-6, University-Sponsored Activities, will be an agenda item for the November 18, 2019, full Educational Affairs Committee meeting.

Sincerely,

Mark Farmer, Chair
Educational Affairs Committee

cc: Provost S. Jack Hu
Dr. Rahul Shrivastav

Policy 4.06-6 University-Sponsored Activities

Rationale for New Policy:

Active student participation in the learning process is viewed as an integral part of the educational mission of the University of Georgia. One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work and possible academic failure. For this reason, many UGA instructors have incorporated an attendance policy into their syllabus and grading system. However, the University also recognizes that from time to time students will be required to be absent from attending classes and has established Class Attendance Policies to assist instructors and students in making exceptions to required attendance policies.

The proposed new policy would allow excused absences for students participating in UGA-sanctioned activities that conflict with regularly scheduled courses. This policy recognizes that students participate in many UGA-sponsored activities that enhance learning and professional development, and the scheduling of these activities may conflict with regularly scheduled classes.

Proposed Policy:

Policy 4.06-6 University-Sponsored Activities

Students who are absent because of University-sponsored activities that are approved by the Provost or Vice President for Student Affairs will be permitted to make up any work missed during the absence. "University-sponsored activities" include, but are not limited to, activities related to performance groups, university athletic teams, the Redcoat Band, the Student Government Association, field trips related to academic courses, as well as any other University-sponsored activities approved by the Provost or Vice President for Student Affairs. Approval of such absences will be granted only if the instructor receives advance notice in writing from the faculty member or university official sponsoring the activity.



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Dear Colleagues:

The attached proposal to revise Policy 4.06-2, Religious Holidays Attendance Policy, will be an agenda item for the November 18, 2019, full Educational Affairs Committee meeting.

Sincerely,

Mark Farmer, Chair
Educational Affairs Committee

cc: Provost S. Jack Hu
Dr. Rahul Shrivastav

Policy 4.06-2, Religious Holidays Attendance Policy

<https://provost.uga.edu/policies/academic-affairs-policy-manual/4-06-class-attendance/#p-4-06-2>

Rationale for Revision:

The edits to Policy 4.06-2, Religious Holidays, Attendance Policy, concern modifying the verbiage on the creation of the academic calendar in order to reflect the current practice implemented by the Board of Regents in 2017.

Current Policy with Proposed Revision:

Policy 4.06-2, Religious Holidays Attendance Policy

University System policy prohibits the institution from scheduling registration periods or the first day of class on a religious holiday.

In addition, the university asks faculty members for understanding of recognized religious holidays. For example, the university asks faculty members for understanding of Jewish students missing classes and other academic commitments on Rosh Hashanah and Yom Kippur and to allow students in this situation to make up the work that is missed.

Similarly, faculty members should also be cognizant of other major religious holidays, including but not limited to Diwali (Hindu), Eid al Adha (Islam), Eid al Fitr (Islam), Good Friday (Christian) and Passover (Jewish). Please consult a resource such as <http://www.interfaith-calendar.org/> for a more comprehensive list of religious observances as well as for specific dates of each holiday.

Implementation

~~The calendar of the university is recommended by the Registrar to the Educational Affairs Committee and must be approved by the University Council.~~ The academic calendar is set by the President or his or her designee. It is the responsibility of those constructing the calendar to avoid scheduling registration periods or the first day of class on religious holidays.

Revised Policy:

University System policy prohibits the institution from scheduling registration periods or the first day of class on a religious holiday.

In addition, the university asks faculty members for understanding of recognized religious holidays. For example, the university asks faculty members for understanding of Jewish students missing classes and other academic commitments on Rosh Hashanah and Yom Kippur and to allow students in this situation to make up the work that is missed.

Similarly, faculty members should also be cognizant of other major religious holidays, including but not limited to Diwali (Hindu), Eid al Adha (Islam), Eid al Fitr (Islam), Good Friday (Christian) and Passover (Jewish). Please consult a resource such as <http://www.interfaith-calendar.org/> for a more comprehensive list of religious observances as well as for specific dates of each holiday.

Implementation

The academic calendar is set by the President or his or her designee. It is the responsibility of those constructing the calendar to avoid scheduling registration periods or the first day of class on religious holidays.