

To: Marquell Johnson, Chair, University Academic Policies Committee

From: LaRue Pierce (Dean of Students)

RE: Adding a 7th Authorized Absence Category

The Authorized Absence Policy can be found here:

<https://www.uwec.edu/files/4586/FASRP.pdf> (page 133 of 141)

The Dean of student's office often receive emails from students who are scheduled for jury duty or have been summoned to appear in court as a witness. The current "Authorized Absences" lists 6 Authorized Absences, not including the issue stated above. The request is to add a 7th authorized absence category for jury duty/summoned order.

Existing Language:

Authorized Absences (US 11/09)

Absences that fall under one of the following categories are considered authorized: (1) participation in an approved field trip listed in the catalogue as a requirement for a course in which the student is enrolled; or (2) participation in an authorized extra-curricular activity on the regularly approved calendar of university events [such absences are reported by the dean to each department at least 48 hours in advance of the trip or event]; or (3) Labor Day employment; or (4) active military service; or (5) accommodation of students' religious beliefs [see Accommodation of Students' Religious Beliefs Policy below]; or (6) illness, injury, or emergency of such severity as to prevent the student from being able to attend class. A student should communicate directly with the instructor when an absence falls under one of the approved six categories. Instructors have discretion regarding requests for absences that do not fall under one of the approved six categories. (US 4/13)

Proposed Language:

Authorized Absences (US 11/09)

Absences that fall under one of the following categories are considered authorized: (1) participation in an approved field trip listed in the catalogue as a requirement for a course in which the student is enrolled; or (2) participation in an authorized extra-curricular activity on the regularly approved calendar of university events [such absences are reported by the dean to each department at least 48 hours in advance of the trip or event]; or (3) Labor Day employment; or (4) active military service; or (5) accommodation of students' religious beliefs [see Accommodation of Students' Religious Beliefs Policy below]; or (6) illness, injury, or emergency of such severity as to prevent the student from being able to attend class; **or (7) being summoned to court or having to serve on jury duty.** A student should communicate directly with the instructor when an absence falls under one of the approved six categories. Instructors have discretion regarding requests for absences that do not fall under one of the approved six categories. (US 4/13)