

SALISBURY UNIVERSITY FACULTY SENATE MOTION

Submit this form to the Faculty Senate President

SUBJECT: Policy on Conflicts with Scheduled Courses and Exams

SENATOR PROPOSING MOTION: John Raley

SENATOR SECONDING MOTION: Ellen Schaefer-Salins

MOTION: To create a new policy on attending activities for a course outside of regularly scheduled class meeting times.

Current Policy: None

Amendments made at the meeting:

JUSTIFICATION:

Faculty asked The Academic Policy Committee for guidance on scheduling required attendance for activities outside class meeting times. No such policy currently exists. The attached policy creates clear communication guidance for faculty and students to navigate scheduling conflicts with outside activities.

ANTICIPATED IMPACT:

Negative:

Educating Faculty about the policy

Positive:

Clear communication about scheduling required activities outside of regular class meetings.

Minimizes conflicts for students with overlapping scheduling requirements.

Is this a recommendation to the Provost? Yes _____ No _____

Is this a recommendation to someone else? Yes _____ No _____

VOTE: Number of Senators Present:

Votes in Favor:

Motion Passes or Fails:

Policy on Conflicts with Scheduled Courses and Exams

Faculty who require attendance at activities or events that may conflict with a student's otherwise regularly scheduled classes or exams are expected to be reasonable in setting these requirements. If an instructor requires student attendance at an activity or event outside of their regularly scheduled course period, the following conditions should be met.

1. The course syllabus, distributed to all enrolled students prior to the end of the Drop/Add period, should provide the specific dates and times of the activity or events. In the case of regularly occurring activities, consideration should be given to attaching a lab section to the course, to avoid multiple conflicts with other courses.
2. A written notice of the requirement suitable for distribution to the instructors of other courses must be provided to students. This notice should include the course number and title, name and contact information for the instructor, and the date(s) and time(s) of the activities or event. It is the student's obligation to provide a copy of this to the instructor of the course the activity conflicts with.
3. The faculty member whose course is conflicted with is under no obligation to excuse a student to attend an activity for another course, unless they agree to do so in writing during the Drop/Add period.
4. Students may not be penalized for missing an activity outside of their regularly scheduled course time, unless the requirement was expressly made clear—on the syllabus and through MyClasses—at least one week before the first day of classes. Alternately, a note may be included on GullNet to specify such requirements.
5. If an instructor wishes to include activities outside of their scheduled time that do not meet the conditions above, students must be provided with an opportunity to make up the activity or event, or an alternative activity or assignment that ensures students are not penalized for not attending.