

Curric Affairs Committee 8 October 2012 Agenda 9-10 am
1-800-893-8850 Participants' PIN: 1109306 Convener's PIN (Rainer): 1109371
THIS WEEK AND FOLLOWING WEEKS: MEET AT REICHARDT 301

Excerpt from Syllabus requirements...

7. **Instructional methods:** A schedule of class topics and assignments must be included. Be specifying it up on the is clear that the instructor has thought this through and will not be making it up on the fly. You may call the text lines tentative and work in modifications during the semester. **9. Course policies:** Specify course rules, including your policy on attendance, tardiness, absence, participation, make-up exams, and plagiarism. Specify how students will be evaluated, whether, and how they will be tabulated into grades (on a curve, absolute, relative, etc.) Publicize UAF regulations with regard to the grades of "C" and below as scores, etc. to this course. (Not required in the syllabus, but may be a convenient way to applicable t

ONE POSSIBLE VERSION OF THE ATTENDANCE POLICY....."You are expected to attend classes regularly; unexcused absences may result in a failing grade. **SOME INSTRUCTORS DROP STUDENTS WHO DO NOT ATTEND THE FIRST CLASS MEETING. IF YOU MUST MISS THE FIRST CLASS MEETING, YOU SHOULD [attempt to] OBTAIN APPROVAL FOR YOUR ABSENCE FROM YOUR INSTRUCTOR BEFORE THE FIRST CLASS MEETING. STUDENTS ARE RESPONSIBLE FOR CONFERRING WITH THEIR INSTUCTORS IN ADVANCE CONCERNING PLANNED ABSENCES AND THE POSSIBILITY OF ARRANGING ALTERNATE WAYS OF LEARNING MISSED COURSE MATERIAL AND making up missed work.**

If you are **required** to participate in either military exercises or UAF-sponsored activities that will cause you to miss class, you must notify your instructor(s) as soon as possible of your absence. You must notify your instructor(s) of all scheduled UAF-required absences for the semester (e.g., travel to athletic events) by the first Wednesday of the semester, **AND MUST PROVIDE WRITTEN DOCUMENTATION OF THE REQUIREMENT FROM THE ATHLETIC DEPARTMENT, MILITARY COMMANDER, OR OTHER OFFICIAL SOURCE. YOUR NAME, ROLE, AND DATES OF ABSENCES MUST BE INCLUDED IN THE DOCUMENTATION.**

You and your instructor will make a good-faith effort to make REASONABLE AND suitable arrangements to assure that you can make up classes and work you miss and are not penalized for your excused absence. **THE INSTRUCTOR HAS AUTHORITY TO DETERMINE WHETHER ARRANGEMENTS ARE REASONABLE AND SUITABLE. IF YOU PROVIDE NOTIFICATION AND SUCH** arrangements cannot be made, you will be allowed to withdraw from the course **without penalty. [meaning...what???** However, your instructor is under no obligation to allow you to make up missed work for unexcused absences or if notification and arrangements are not made in advance of the absence.

Everyone REALLY REALLY screaming and shouting...followed by adjournment.