

Faculty Senate Resolution 07-08-09

University Excused Absences

WHEREAS the wording in the *General Catalogue* regarding Southeastern's attendance procedures is unclear and could be misleading:

BE IT THEREFORE RESOLVED that the wording in the second paragraph under "Southeastern Attendance Procedures" be changed to read as follows:

Absence due to authorized trips from the University or to special duties or activities at the University may be excused by the Provost and Vice-President for Academic Affairs only. Faculty and staff members in charge of these trips and activities must submit a list of the students involved to the Provost at least five working days prior to the trip or activity. The faculty or staff member in charge of the trip or activity must provide each student involved with a signed excuse. The student must present the excuse to the instructor of the course within two class meetings after the absence. It is the responsibility of each student to make up coursework missed by an excused absence within the time period defined by course policy in the syllabus.