



**University Senate**  
**MEMORANDUM**

**TO:** Charles Delwiche  
Chair, Academic Procedures & Standards (APAS) Committee  
Adam Berger  
Chair, Student Affairs Committee

**FROM:** Willie Brown *Willie Brown*  
Chair, University Senate

**SUBJECT:** Amendment to the Proposed Policy on Excused Absence (14-15-21)  
Charge

The Senate Executive Committee (SEC) requests that the Academic Procedures & Standards (APAS) and Student Affairs Committees review the proposal entitled, “Request for Extension of the Excused Absence Policy for Military Service (15-16-03)” and consider whether military services should be included in an excused absence policy. This review should be a component of the current review of the Proposed Policy on Excused Absence (14-15-21). In order to understand the perspectives of both faculty and students, the SEC has assigned specific tasks for each committee as follows:

We ask the Student Affairs Committee to:

1. Consider the impact of the attached proposal on undergraduate students at the University of Maryland.
2. Submit a brief memorandum regarding the committee’s stance on the proposal to the Academic Procedures & Standards Committee by October 6, 2015.

We ask the Academic Procedures & Standards Committee to:

1. Consult with the proposer regarding her specific concerns.
2. Review similar language for military service in peer and Big 10 institutions policies.
3. Consider the memorandum from the Student Affairs Committee regarding the proposal.
4. Consider whether the excused absence policy should include military service.

In light of this additional request, we ask that the Academic Procedures & Standards Committee submit its final report and recommendations to the Senate Office no later than February 15, 2016. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment



## University Senate PROPOSAL FORM

<b>Name:</b>	Marsha Guenzler-Stevens, PhD
<b>Date:</b>	July 21, 2015
<b>Title of Proposal:</b>	Request for extension of the Excused Absence Policy for Military Service
<b>Phone Number:</b>	301-314-8505
<b>Email Address:</b>	<a href="mailto:mguenzle@umd.edu">mguenzle@umd.edu</a>
<b>Campus Address:</b>	3100 Stamp Student Union
<b>Unit/Department/College:</b>	Adele H. Stamp Student Union – Center for Camus Life
<b>Constituency (faculty, staff, undergraduate, graduate):</b>	Staff
<b>Description of issue/concern/policy in question:</b>	<p>On behalf of the University of Maryland’s Veterans Steering Committee, I would like to propose a change to the Excused Absence Policy for Assessment/Examinations. Current students who are members of the National Guard, Reserves, or Active Duty military may be called up for emergency situations, such as the recent Baltimore Riots. When these situations occur, students who are members of the military may be called up at a moment’s notice in order to respond.</p> <p>Depending on the discretion of the individual professors/instructors, students who are military members may not be afforded an excused absence during these trying times. Military service is not listed under the current excused absence policy. The discretion falls under “<i>and compelling circumstance beyond the students control.</i>”</p> <p>The Veteran Steering Committee requests that the institution add military obligations as an additional item within the policy. Proper documentation must be provided with a point of contact for verification purposes as stated at the end of the third bullet point. This may include, but is not limited to a memorandum from the commanding officer of the unit or official military orders.</p>

**Description of action/changes you would like to see implemented and why:**

The Veteran Steering Committee requests that the institution add military obligations as an additional item within the policy. Proper documentation must be provided with a point of contact for verification purposes as stated at the end of the third bullet point. This may include, but is not limited to a memorandum from the commanding officer of the unit or official military orders.

The current [policy](#) with proposed changes may read as follows:

### **Attendance and Assessment/Examinations**

#### **Attendance**

The University expects each student to take full responsibility for his or her academic work and academic progress. The student, to progress satisfactorily, must meet all of the requirements of each course for which he or she is registered. Students are expected to attend classes regularly, for consistent attendance offers the most effective opportunity open to all students to gain command of the concepts and materials of their courses of study. Except as provided below, absences will not be used in the computation of grades, and the recording of student absences will not be required of the faculty.

- In some courses, attendance and in-class participation are ongoing requirements and an integral part of the work of the course. In other courses, occasional in-class assessments may occur, sometimes without advance notice. It is the responsibility of the instructor to inform each class at the beginning of the semester of the nature of in-class participation expected and the effect of absences on the evaluation of the student's work in the course.
- It is the policy of the university to excuse the absences of students that result from the following causes: illness of the student, or illness of a dependent as defined by Board of Regents policy on family and medical leave; religious observance (where the nature of the observance prevents the student from being present during the class period); **military obligations**; participation in university activities at the request of university authorities; and compelling circumstance beyond the students control. Students claiming excused absence must apply in writing and furnish documentary support for their assertion that absence resulted from one of these causes.

	<ul style="list-style-type: none"> <li>• Absences in courses where in-class participation is a significant part of the work of the course shall be handled by the instructor in the course in accordance with the general policy of his or her academic unit.</li> </ul>
<p><b>Suggestions for how your proposal could be put into practice:</b></p>	<p>This policy would be put into practice for students engaged in the military and would be disseminated to all veteran and active duty military service members, Reserve and Guard members via the Veterans Student Life unit to help them understand their opportunities within the confines of this policy.</p>
<p><b>Additional Information:</b></p>	<p>I take this action on behalf of the committee listed, as the Chair of the Veterans Services Steering Committee.</p>

***Please send your completed form and any supporting documents to [senate-admin@umd.edu](mailto:senate-admin@umd.edu) or University of Maryland Senate Office, 1100 Marie Mount Hall, College Park, MD 20742-7541. Thank you!***