

**Report to the Senate Steering Committee  
for  
Student Academic Support Committee for 2006-2007**

Fran Meuser (Modern Languages and Literatures), Chair (and author of report)

Joel Russell (Chemistry)

Joseph Shively (Music, Theater & Dance)

Anne Switzer (Library)

Peg Roytek (School of Education & Human Services)

President of Student Congress: Madalyn Miller

Student (undergraduate): Jordan Twardy

Student (graduate): (not designated)

Vice President for Academic Affairs, or designee: Steve Shablin

Vice President for Student Affairs, or designee: Mary Beth Snyder

Dean of Students, or designee: Glenn McIntosh

Professional Advisers' Council designee: Sarah Mullin

1. The Student Academic Support Committee first agreed to consider issues concerning admissions and retention at Oakland University.
  - Vice Provost for Undergraduate Education, Dr. Susan Awbrey gave us funding to present the online conference “Retaining Underprepared Students: Building a Comprehensive Developmental Education Program.” The Teaching and Learning Committee, UCUI Committee and the FOE Task Force were invited to participate. The conference was held in 207 Varner Hall with Dr. Cathy Cheal and her staff facilitating the technology. Dr. Awbrey and representatives from each committee attended.
  - At the committee’s request Susan Awbrey came to a SASC meeting to talk about the *Foundations of Excellence in the First Year Project*. Most committee members were not familiar with the work of FOE Project and appreciated that the Vice Provost for Undergraduate Education took the time to outline the work of the various committees and subcommittees for us.
  - At the committee’s request Eleanor Reynolds from Admissions came to a SASC meeting to report to us about how students are admitted to OU.
  - After hearing from Susan Awbrey and Eleanor Reynolds, the committee decided that there were no issues concerning admission and retention that required the SASC attention at the moment.
2. The committee spent part of two meetings being advised about two programs related to academic advising.
  - At his request Scott Crabill, Director of Bachelor of General Studies, came to a SASC meeting to demonstrate the BGS advising tutorial. The committee agreed that the tutorial appears to be very useful for walking students through the advising process for the BGS.
  - Jennifer Gilroy from the Registrar’s Office came to a SASC meeting to demonstrate the CAPP (Curriculum Advising and Program Planning) system.
3. In November SASC received a charge from the Senate Steering Committee to consider the issues regarding excused absences when students are representing OU at athletic events, conferences or performances.
  - The committee decided at the December meeting to accept the charge and in the meetings from December 2006-April 2007 the SASC considered the attendance policies of a number of universities about the size of OU and drafted a proposed “**Oakland University Excused Absence Policy**,” the final SASC draft of which is attached to this report.

**Oakland University Excused Absence Policy**  
*Final Student Academic Support Committee Draft – 5/01/07*

I. Definition

- This policy for university excused absences applies to participation as an athlete, manager or student trainer in NCAA intercollegiate competitions, or participation as a representative of Oakland University at academic events and artistic performances approved by the Provost or designee.
- Practice or rehearsal for any event is not eligible for consideration as an excused absence.
- This policy excludes those academic endeavors that require the completion of a predetermined number of clock hours, as in clinical experiences, practica or internships. In these instances, the maximum number of absences will be determined by the program director, department chair, or academic dean. This policy does not supersede program accreditation requirements. Departmental practices and procedures should be consistent with this policy.

II. Student Rights and Responsibilities

- Students shall inform their instructors of dates they will miss class due to an excused absence prior to the date of that anticipated absence. For activities such as athletic competitions whose schedules are known prior to the start of a term, students must provide their instructors during the first week of each term a written schedule showing days they expect to miss classes. For other university excused absences students must provide each instructor at the earliest possible time the dates that they will miss.
- Make up work
  - It is the responsibility of the student to request from the instructor an opportunity to complete missed assignments, activities, labs, examinations or other course requirements in a timely manner.
  - Students are responsible for all material covered in classes that they miss, even when their absences are excused, as defined above.
  - Missed classroom activities will be rescheduled at the discretion of the instructor.
- Students should be aware that excessive absences—whether excused or unexcused—may affect their ability to do well in the class(es).
- Any student who feels that he or she has been treated unfairly concerning absences may appeal via the unit's grievance procedure or the Dean of Students.

III. Faculty Responsibility

- Instructors are responsible for providing students with an equitable way to make up missed work due to an absence excused by this policy.
- Instructors should inform students in a timely manner of procedures to make up missed work, e.g., including the information in the course syllabus.
- Instructors may not penalize students for absences excused by this policy.
- If the faculty member believes that the number of excused absences will prevent the student from fulfilling the learning experience/mastery that a course requires, the faculty member may advise the student to withdraw from the course prior to the official published withdrawal date.

## **V. Violation of the Oakland University Code of Student Conduct and Academic Conduct Regulations**

- Falsifying information or documentation in order to obtain an excused absence is considered a violation of the Code of Student Conduct and Academic Conduct Regulations.
- Sharing information about a make-up examination or quiz with other students is deemed a violation of the Code of Student Conduct and Academic Conduct Regulations.
- All allegations of falsifying information or documentation in order to obtain an excused absence or sharing examination or quiz information will be reported to the Dean of Students for adjudication through the University Judicial System.
- Anyone found responsible for falsifying information or documentation in order to obtain an excused absence or sharing examination or quiz information may receive a course grade of 0.0, as determined by the course instructor, in addition to any sanction (s) imposed by the Academic Conduct Committee.

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