

**Faculty Senate Policy Committee**  
**Meeting Agenda, Scholes Hall Room 101, December 4, 2019, 3:30 – 5:00 pm**

1. Approval of the Agenda
2. Approval of the meeting notes from previous meeting

**Updates**

1. Committee Membership and Meeting Schedule
2. Update on” **D175** “Undergraduate Student Conduct and Grievance Policy” **and D176** “Graduate and Professional Student Conduct and Grievance Policy”
3. Faculty Senate Bylaws, Council, Committee Charges
4. Section B Taskforce
5. Update on memo to remove C05 and move policies related to AF&T to Section B

**Agenda Topics**

**Consent Agenda Topics: None**

**Action Items**

1. Approval of proposed revision to **D170** “Student Attendance” **pg. 1**
2. Approval of Revision to **A53.1 “Policies Applicable to Faculty”** Review table to see if it needs to be updated to include any of the new policies issued by UAP: 5250 “Use of University Facilities,” 5320 “University Design,” 6020 “Records Management, Retention, and Disposition,” and 6420 “UNM Public Art Collection.” **pg. 7**

**Discussion Items**

1. Consensual Relationships Policy—Discussion of recent conference: Elizabeth Hutchison, Amy Levi, and Barbara Rodriguez
2. Process for appointing a taskforce.
3. Alignment of UNM policies and Approvals of Policies in the *Faculty Handbook*
4. Policy Outreach
5. Work Status Table

## D170: Student Attendance

Approved By: Faculty Senate

Last Updated: **Draft 11/6/19**

Responsible Faculty Committee: Faculty Senate Policy Committee

Office Responsible for Administration: Dean of Students

**Legend: Recent Committee Actions highlighted in purple.**

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

### POLICY RATIONALE

Class attendance is critical for the overall success of the students at the University of New Mexico (UNM). However, there are situations when a student may qualify for an excused absence and be provided with the opportunity to make up assignments or examinations missed. This Policy describes absences that normally qualify as excused absences and provides the process for reporting such absences and completing missed assignments and exams.

### POLICY STATEMENT

The absences listed below are normally excused unless the instructor determines that the absences are excessive or adversely impact learning, or fundamentally alter the course or program. threaten the integrity of the class. An excused absence does not relieve the student of responsibility for missed assignments, exams, etc. The student is to take the initiative in arranging with the his/her instructor to make up missed work, and it is expected that the instructor faculty member will cooperate with the student in reasonable arrangements in this regard. Students should have the opportunity to make up any assignments or examinations missed. Instructors should provide an opportunity to make up an assignment or test and not limit the accommodation to dropping the lowest test or assignment grade. However, the student must recognize that some classes or class-work (quizzes, seminars, small labs, etc.) cannot be made up. Classes or class-work that cannot be made up will be identified in the syllabus and the nature of any documentation required will be described.

To ensure equitable treatment of students, when there is concern on the type of absences that should be excused and reasonable accommodations for such absences, instructors are encouraged to consult with their chair or dean, or the Dean of Students or equivalent position designated for graduate or professional schools or colleges and branch community colleges.

## **1. UNM Official Absences**

Instructors should excuse absences due to UNM official absences which result when a student is required to represent UNM at University functions or related extracurricular activities such as professional meetings, academic competitions, field trips, research activities, NCAA athletic competitions, or other similar activities. UNM Official Absence(s) will be determined by a college dean or the Provost, or designee.

## **2. Legally or Administratively Compelled Absence(s)**

Instructors should must excuse absences due to a legally or administratively compelled absence when a student is required to participate in legal proceedings or administrative procedures. This includes mandatory admissions interviews for professional or graduate school. or mandatory internships that cannot be rescheduled.

## **3. Military Obligations**

Instructors should must excuse absences due to military obligations for students serving in the military, military reserves, or National Guard of the United States who are required to miss class due to military obligations. If the military obligations require withdrawal, the instructor should refer to the *UNM Catalog* or contact the Dean of Students Office or equivalent position for graduate or professional schools or colleges and branch community colleges for procedures pertaining to withdrawal and re-enrollment of military personnel.

## **4. Illness, Accident, or Death in the Family**

Instructors should excuse unexpected absences due to personal or family illness, accident, or death in the family. Instructors may require students who are ill for more than fifteen percent (15%) of required contact hours ~~six (6) class days or longer~~ to obtain official notification from the Dean of Students office or equivalent position designated for graduate or professional schools or colleges and branch community colleges.

## **5. Disability**

Instructors should must excuse absences due to disabilities where reasonable. Such requests must be processed in accordance with University Administrative Policy 2310 "Academic Adjustments for Students with Disabilities." ~~although instructors may require students to provide confirmation from the Accessibility Resource Center for ADA-protected disabilities.~~ For a short-term disability due to an illness or injury not covered by the Americans with Disabilities Act (ADA), students should contact the Dean of Students Office or equivalent position designated for graduate or professional schools or colleges and branch community colleges for assistance. These offices can also assist instructors with verification of the short-term disability.

### **5.1. Attendance Accommodation for Students with Disabilities**

Attendance during scheduled class times is a necessary part of the learning process. The Accessibility Resource Center (ARC) may recommend flexibility in attendance for some

students. This accommodation should be provided unless the accommodation fundamentally alters the course or program. threaten the integrity of the class as offered. The following six factors should be used in considering if attendance is an essential element of the course and the flexibility in attendance recommended is not considered a reasonable accommodation:

1. Are there classroom interactions between the instructor and the students and among the students?
2. Do student contributions constitute a significant component of the learning process?
3. Does the functional nature of the course rely on student participation as an essential method for learning?
4. To what degree does a student's failure to attend constitute a significant loss to the educational experience of the other students in the course?
5. What do the course description and syllabus say?
6. What are the classroom practices and policies regarding attendance? <sup>1</sup>

If an instructor disagrees with the determination by ARC, the instructor should follow the procedures listed in University Administrative Policy **2310** "Academic Adjustments for Students with Disabilities."

## **6. Pregnancy**

In accordance with Title IX of the Educational Amendments of 1972, instructors should must treat pregnancy related absences as excused as long as deemed medically necessary by the student's healthcare provider. If the length of absence is more than fifteen percent (15%) of required contact hours six (6) class days or longer, the student may be required to obtain official notification from the Dean of Students Office or equivalent position designated for graduate or professional schools or colleges and branch community colleges. If instructors have any questions, they may contact the UNM Office of Equal Opportunity (OEO)

## **7. Religious Observances**

In recognition of UNM's diverse student population, instructors are encouraged to schedule important class events to minimize conflict with major religious observances. Students who request that an absence be excused for religious reasons should must be granted reasonable accommodations. Instructors should be sensitive to the difficulty some students may have anticipating all religious obligations. Absences due to religious accommodations should be requested in accordance with Policy **C260** "Religious Accommodations." the faculty member will cooperate with the student in reasonable arrangements in this regard.

## **38. Request for Reconsideration**

If a request for an excused absence and/or reasonable accommodation is denied by an instructor, the student may seek informal resolution of the matter by submitting a request for reconsideration to the department chair, program/course director, or equivalent position or designee. college/school dean. Given the need for timeliness of the issue, the student's request

<sup>1</sup> Office of Civil Rights Cases 1994 and 1996

for reconsideration should be addressed as expeditiously as possible. This does not preclude the student from addressing the matter further in accordance with Policies **D175** “Undergraduate Student Conduct and Grievance Policy” or **D176** “Graduate and Professional Student Conduct and Grievance Policy.”

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## APPLICABILITY

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The Policy Statement above is applicable to all academic UNM units, including the Health Sciences Center and Branch Community Colleges.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee and Operations Committee.

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## DEFINITIONS

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## WHO SHOULD READ THIS POLICY

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- Instructors
- Staff in Office of the Dean of Students
- Staff at Student Health and Counseling (SHAC)
- Administrative staff responsible for student events

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## RELATED DOCUMENTS

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Faculty Handbook

**Policy C220** “Holidays”

**Policy C260** “Religious Accommodations”

**D175** “Undergraduate Student Conduct and Grievance Policy”

**D176** “Graduate and Professional Student Conduct and Grievance Policy.”

The Pathfinder—UNM Student Handbook. “Student Grievance Procedures”

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## CONTACTS

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Direct any questions about this policy to Dean of Students Office or equivalent position designated for graduate or professional schools or colleges and branch community colleges.

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## PROCEDURES

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The following procedures pertain to undergraduate students at the Albuquerque campus. Branch community college, graduate, and professional students are subject to the above Policy Statement but should follow the attendance procedures issued by their respective school or college, when available.

Absences due to the situations described in the Policy Statement above illness or to attend authorized University activities such as field trips, athletic trips, etc. are to be reported by the student to his/her instructor and to the Dean of Students Office in accordance with the procedures listed herein. If the student is unable to contact his/her the instructor, the student should leave a message at the instructor's department.

## **1. Course Attendance Expectations**

Students are expected to fulfill all course requirements including attendance if specified. attend all meetings of the classes in which they are enrolled. No extensions of the vacation periods are given to any students, regardless of the location of their homes. Course instructors are responsible for setting attendance policies for their individual courses except where academic units, required by special circumstances such as accreditation standards, establish unit-wide policies through normal faculty governance procedures. Instructors should inform students of their expectations for attendance and participation on the first day of class and are encouraged to include this Policy in the course syllabus. Instructors may also require students to notify them of anticipated absences at the beginning of the semester and may require reasonable verification of the reason for an excused absence such as a doctor's note, hospital billing, military orders, or death notices.

Instructors may drop students with excessive absences with a grade of W ~~W/P or W/F.~~ The instructor They may also assign a failing grade of "F" at the end of the semester for excess unexcused absences, but should inform students if they will be dropped or penalized for unexcused absences. Academic units may also reserve the right to cancel a course reservation for a student who does not attend the first class meeting of the semester, although notification should be made before the student is dropped and reasonable accommodations should be made for excused absences. Instructor drop request forms are available at all academic department offices. Students should not assume that nonattendance results in being dropped from class. It is the student's responsibility to initiate drops or complete withdrawals within published deadlines utilizing the appropriate process.

## **2. Verification of Absence**

Verification (such as doctor's note, hospital billing, military orders, death notices, etc.) of a student's report of absence will be provided by the student if requested ~~on request~~ by the instructor or the Dean of Students Office. and in accordance with the following general procedures. Student Athletes shall submit documentation to their instructors.

## **3. Short-Term Absence (Less than or Equal to 15% of Required Contact Hours) ~~(1-5 class days)~~**

When notified in advance of an absence of 1-4 days, the Dean of Students Office will prepare an absence notice which the student may pick up and personally deliver to his/her instructor(s). On absences of 1-4 days reported to the Dean of Students Office after the fact, an absence notice may be picked up by the student after consultation with a dean, if such consultation provides a basis for issuing a notice. The Dean of Students Office will

encourage the student to speak directly with the instructor to work out absences that are less than fifteen percent (15%) of required contact hours ~~six (6) class days~~. When requested by an instructor, the Dean of Students Office may assist with verification of absences that are less than or equal to 15% of required contact hours ~~six (6) class days~~ on a case-by-case basis.

**4. Extended Absence (More than 15% of Required Contact Hours ~~5 ~~six (6) days or longer~~~~).**

The Dean of Students Office, as a service to instructors and students, will send absence notifications to the respective instructor should an absence be more than fifteen percent (15%) of required contact hours ~~longer than five (5) class days~~. This service will only be utilized when an absence is for a family/student medical issue, death of a family member, military leave, or a UNM sponsored activity. The absence notification process is only meant as a notification and not meant to excuse the absence. Excusing an absence is entirely up to the instructor of the course. notices to instructor(s) on absences of 5 days or longer when notification of the absence is received prior to or at the onset of the absence. If notified after the absence, the absence notice will be prepared, but the student must hand-carry the notice to his/her instructor(s). Verification of extended absences is recommended (such as a doctor's note, hospital billing, etc.)

**5. Exceptions.** On request, members of the Dean of Students staff will review specific absence situations to determine if exceptions to the established absence procedures are warranted.

It should be noted that written medical excuses for class absence will not be issued routinely by Student Health and Counseling (SHAC) ~~the Student Health Center~~ except in the case of physical education classes, where participation would be detrimental to the student's condition. Where confirmation of a student's attendance at SHAC ~~the Health Center~~ is required by an instructor member of the teaching staff, this will be furnished on direct enquiry, without revealing the medical details necessitating such attendance. If it appears that a student will be absent for more than 15% of required contact hours ~~five class days~~ ~~a week or more~~, the Dean of Students Office will be notified.

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## HISTORY

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**Effective:**

Unknown (effective date not listed in current policy.)

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## DRAFT HISTORY

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September 9, 2019—Draft revised to address campus comments.

November 11, 2018 – Draft revised for Policy Committee changes.

September 5, 2018 –Draft revised to refine policy revisions further.

June 27, 2018 – Draft revised to address different procedures for graduate and professional students and branch community colleges.

April 28, 2017 -- Draft revised for task force recommendations. April 4, 2017 – Draft revised for task force recommendations.

September 29, 2016 – Draft revised to incorporate input from FSPC member L. Oakes.

January 2, 2016—Draft developed to address COF task force recommendations.

July 19, 2015 Draft developed for Information Items taskforce review.

## Memorandum

Date: August 29, 2019

To: Faculty Senate Policy Committee

From: Carol Stephens, Consultant, Office of the University Secretary

Re: Possible Revisions to Policy A 53.1 “Policies Applicable to Faculty”

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Each year the table in Policy A53.1 needs to be reviewed to identify required changes.

1. I reviewed Regent and UAP Policies to determine if any new policies have been added. The following five new policies have been added to Regents and/or UAP. Based on a review of these policies I suggest the additions highlighted in **red** for your consideration.

Policy Number	Title	Effective Date
RPM 2.18	Guiding Principles	8/14/15 *
5250	Use of University Facilities	6/11/2018
5320	Universal Design	2/20/2019
6020	Records Management, Retention, and Disposition	6/11/2018
6420	UNM Public Art Collection	2/20/2019

\* Although not recent, this policy was not previously cited in the table.

2. I checked the links in A53.1 to ensure they are still valid. Regent policies 2.3, 2.4, & 2.5 were consolidated into policy 2.3. I suggest the corrections highlighted in **blue** for your consideration.

3. I reviewed the items in the current table in light of recent Policy Committee work and suggest the following additions/corrections highlighted in **purple** for your consideration.

Topic	Board of Regents’ Policies	Faculty Handbook Policies	University Administrative Policies (UAP)
Academic Adjustments for Students with Disabilities	<b>RPM 2.3</b>	<b>FH D170</b>	UAP 2310
Academic Dishonesty	RPM <b>2.18</b> ; 4.8	FH D175; <b>D176</b>	
Academic Freedom and Tenure	RPM 1.5; 2.1; 2.3; <b>2.18</b> ; 5.2; 5.16; 6.5	FH <b>Section B</b> ; C150; <b>C240</b>	UAP 2060; 2220
Academic Mission	RPM <b>2.18</b> ; 5.1	FH A88; A91	UAP 1000
Accommodation for Employees with Disabilities	<b>RPM 2.3; 2.18</b>		UAP 3110; <b>5320</b>
Accommodation for Students with Disabilities	<b>RPM 2.3; 2.18</b>	<b>FH D170</b>	UAP2310; <b>5320</b>



Animal Use in Education and Research	RPM <b>2.18</b> ; 5.15	FH E100	
Animals, Service	<b>RPM 2.18</b>		UAP 2295
Annual Leave	RPM 5.4	FH <b>C50</b> ; C205	
Appeals	RPM 1.5; 4.3	<b>FH B6; D175;</b> D176;	
Archives and Records--UNM	RPM 2.9	FH C07	<b>UAP 6020</b>
CARS		<b>FH C09</b>	UAP 3750
Code of Conduct (Employee)	RPM <b>2.18</b> ; 6.4		UAP 3720
Code of Conduct (Student)	RPM <b>2.18</b> ; 4.2; 4.3	FH D175; <b>D176</b>	
Conflict of Interest	RPM <b>2.18</b> ; 6.4	FH C130	UAP 3720
Conflicts of Interest in Research	RPM <b>2.18</b> ; 5.10	FH E110	UAP 3720
Consensual Relationships and Conflicts of Interest	RPM <del>2.5</del> <b>2.3; 2.18</b>	FH C07	UAP 2215
Counseling, Assistance, and Referral Service		<b>FH C09</b>	UAP 3750
Disabilities	<b>RPM 2.18</b>	<b>FH D170</b>	UAP 2310; 3110
Dishonest or Fraudulent Activities	<b>RPM 2.18</b>		UAP 7205
Dishonesty in Academic Matters	RPM <b>2.18</b> ; 4.8	FH D100; <b>D175;</b> <b>D176</b>	
Diversity and Campus Climate	RPM <del>2.4</del> <b>2.3; 2.18</b>	FH C50	
Equal Opportunity and Affirmative Action	RPM <b>2.18</b> ; <b>2.3</b> ; 5.2		UAP 2720
Faculty's Role in the University's Academic Mission	RPM <b>2.18</b> ;5.1	FH A91	
Fraudulent or Dishonest Activities	<b>RPM 2.18</b>		UAP 7205
Free Expression and Advocacy	RPM 2.1; <b>2.18</b>	FH <b>C150</b> ; C240	UAP 2060; 2220
Grievances -- Student	RPM <b>2.18</b> ; 4.2; 4.3	FH <b>D175</b> ; D176	
<b>Guiding Principles</b>	<b>RPM 2.18</b>		
Human Beings as Subjects of Research	RPM <b>2.18</b> ; 5.14	FH E90	
<b>Information Technologies (IT) Governance</b>		<b>FH A61.6</b>	<b>UAP 2560</b>
Inspection of Public Records	RPM 2.17; 4.4; 5.7; 6.8	FH C70	UAP 2030; 2300; 3710; <b>6020</b>
<b>Misconduct --Reporting</b>	<b>RPM 2.18</b>		<b>UAP 2200</b>
Misconduct --Research	RPM <b>2.18</b> ; 5.13	FH E40	
Museums and Collections			UAP 6410; <b>6420</b>
Parental Leave	RPM 5.4	FH C215	<b>UAP 3440</b>
Political Activity	RPM <b>2.18</b> ; 6.5	FH <b>C150</b> ; C240	UAP 2060; 2220; 3740

Public Information and/or Access to University Records	RPM 2.17; 4.4; 5.7; 6.8	FH C70	UAP 2300; 3710; <b>6020</b>
Reasonable Accommodation for Employees with Disabilities	<b>RPM 2.18</b>		UAP 3110
<b>Records Management, Retention, and Disposition</b>	<b>RPM 2.9</b>		<b>UAP 6020</b>
Reporting Suspected Misconduct; Whistleblower Protection <b>from Retaliation</b> ;	<b>RPM 2.18</b>		UAP 2200
Research, Conflicts of Interest	<b>RPM 2.18</b> ; 5.10	FH E110	UAP 3720
Research Misconduct	<b>RPM 2.18</b> ; 5.13	FH E 40	
Research Subjects	<b>RPM 2.18</b> ; 5.14; 5.15	FH E100	
Respectful Campus	<b>RPM 2.18</b>	FH C09	UAP 2240
<b>Retaliation</b>	<b>RPM 2.18</b>		<b>UAP 2200</b>
Retirement		<b>FH B5</b>	UAP 3600; 3625; 3640; 3700
Rights and Responsibilities	RPM <del>2.3 2.4 2.5</del> ; 2.6; 2.7; 2.9 <b>2.18</b>	FH C05	UAP 1010; 2140; 2215; 2740; 3290; 5010; 6110; 6150
Service Animals	<b>RPM 2.18</b>		UAP 2295
Sexual Harassment	RPM <b>2.18</b> ; <del>2.3 2.5</del>	FH C07	UAP 2210; 2740; 3290
Sexual Misconduct	RPM <b>2.18</b> ; <del>2.3 2.5</del>	FH C07	UAP <b>2210</b> ; 2740
Sick Leave	RPM 5.4	FH C210	<b>UAP 3440</b>
Student Code of Conduct	RPM <b>2.18</b> ; 4.2	FH D175; <b>D176</b>	
Student Grievances	RPM <b>2.18</b> ; 4.2; 4.3	FH <b>D175</b> ; D176	
Student Records	RPM 4.4		<b>UAP 6020</b>
Students with Disabilities, Academic Adjustments	<b>RPM 2.18</b>	<b>FH D170</b>	UAP 2310
Sustainability	<b>RPM 2.18</b>		UAP 2100; 6350
University Archives and Records	RPM 2.9	FH C07; <b>C70</b>	<b>UAP 6020</b>
<b>University Design</b>			<b>UAP 5320</b>
<b>UNM Public Art Collection</b>			<b>UAP 6420</b>
Whistleblower Protection <b>from Retaliation</b> ; Reporting Suspected Misconduct	<b>RPM 2.18</b>		UAP 2200