

<p>Policy title: Faculty class time</p>	<p>Category: Academic Affairs Faculty Graduate/Adult/Transfer Omaha Instructional Site Traditional Undergraduate</p>
<p>Owner:</p>	<p>Approved by:</p>

Policy statement

NWU's Class Attendance policy states that "regular class attendance is expected of all students." This statement underscores the value of class time as a time for instructors to facilitate student learning. While students have a responsibility to attend class, the course instructor must also fulfill his or her contractual obligation to teach and to abide by the academic calendar. Federal regulations also point to this obligation per the stipulation that each class meet a minimum number of hours per semester depending on the assigned number of credit hours.

For planned absences (e.g., conferences, religious observance), faculty members will notify their students and the Academic Affairs Office ahead of time (via the syllabus). When course instructors are unexpectedly unavailable to teach their classes (e.g., sickness, funeral, weather) it is important to notify those who need to know, including those in supervisory roles or those who may field questions about the instructor's whereabouts. Full- and part-time faculty members who will be absent from their classes need to notify their department chair and staff assistant, as well as the Academic Affairs Office. Students should also be notified, and alternative plans for class communicated (e.g., guest lecture, assignment, group work). If the faculty member is not able to send timely notification, the staff assistant will try to relay this information to the students.

In the case of all absences, the instructor must make every effort to ensure students receive a relevant class experience. This can be accomplished in a number of ways, such as by asking another faculty member to teach the course material, inviting a guest lecturer (including Library or Career Services staff), assigning group work, or designating work to be completed electronically.

Absences should be rare to ensure that students do not suffer academically as a result of a faculty member's absences. For absences caused by situations that could be eligible for Family Medical Leave Act, the faculty member needs to work with Human Resources to ensure all appropriate benefits are administered. Benefits that will be reviewed include, but are not limited to, short-term disability and Family Medical Leave (FMLA). The HR office will also provide direction for the required documentation to be turned in prior to the faculty member returning to work.