

ACADEMIC SCHEDULE POLICIES

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Dear faculty and staff colleagues:

As you prepare for the fall semester, it may be convenient to have a summary of a number of academic policies regarding class schedules, attendance, suggested examination schedules, and religious holidays. Feel free to contact this office if you have questions about any of these policies.

1. Faculty members are encouraged to use the following **schedule for hourly examinations** during both semesters of 2018-19:

Monday for classes meeting MWF 9:00, 12:00, 2:00

MW 8:30

Tuesday for classes meeting TR 9:30, 2:30

Wednesday for classes meeting MWF 10:00, 1:00, 4:00

MW 3:00

Thursday for classes meeting TR 8:00, 11:00, 1:00

Friday for classes meeting MWF 8:00, 11:00, 3:00

MF 8:30, 3:00

WF 8:30, 3:00

By Faculty action, exams during the semester are not to be given outside of the regularly scheduled class times, unless the exam times appeared in the Course Schedule.

2. Numerous **religious holidays** occur in the fall semester. As you begin planning your events, syllabi, and activities for the upcoming academic year, please keep in mind that religious observances and holidays are important to many of our students, and represent an important aspect of the University's diversity. Please encourage your students to see you privately for alternative accommodations if your class or assignments conflict with religious observances during these religious holidays.

<http://www.bucknell.edu/Chaplains>

Holidays during Fall Semester 2018 that may cause conflicts include:

September 9-11: (sunset to sunset) Rosh Hashanah

September 18-19: (sunset to sunset) Yom Kippur

November 1/2: All Saints Day/All Souls Day

3. In the context of faculty concern about students who ask to be excused from **scheduled classes around vacation holidays**, it is important that Faculty not send counter-messages by canceling their own classes prior to vacation periods.

Fall Break begins Friday, October 5, 5 p.m., until Wednesday, October 10, 8 a.m.

Thanksgiving Recess begins Friday, November 16, 5 p.m. until Monday, November 26, 8 a.m.

It is expected that no classes will be canceled on the day(s) preceding breaks. Students have been told that all classes will be held as usual through the afternoon and have been reminded of their obligation to attend all of their classes. Thank you for your support of the active learning goals that assume each lost class session is a lost opportunity.

4. According to the **policy adopted by the Faculty on final examinations**, “The Faculty recommends that all courses be concluded with a final examination that stresses the integration of the course material unless inapplicable to the subject matter.” It is important that all students are treated according to the Faculty’s intentions that include:

a. From 7 a.m. the day following the last day of class to the end of the period of final examinations, no student events of any kind other than voluntary review sessions may be scheduled either officially or unofficially; including: additional class hours, meetings, seminars, social events, athletic games, professional interviews, special programs, or any examinations beyond the final exams scheduled through the Registrar’s office.

b. The dates for final examinations are given in the University calendar. In no case may a final examination, including a take-home examination, be administered or fall due in advance of the time appointed for the final examination. Students are expected to lodge a complaint with the dean of the appropriate college if their instructor violates this regulation.

c. Individual faculty members may not reschedule final exams for individual students without approval of the associate dean of the student’s college.

d. A student may be excused from a final examination in the case of serious illness or other grave emergency. Such excuses can only be authorized by the associate dean of the student’s college. In such cases, make-up examinations will be given at such time as the instructor appoints.

e. Students who wish to reschedule an exam in order to participate in a culminating academic event or culminating varsity-level athletic event may be allowed to do so upon the agreement of the associate dean of the student’s college and the faculty member whose exam conflicts with the event. In order to be eligible for this accommodation, the student must be an active participant in the event; the event must be scheduled by a non-Bucknell organization; and there must be no suitable alternative to the event.

f. The University policy regarding the last week of classes and the final examination will be posted each semester on the Registrar’s office web page.

Note: A student who has three final exams that begin and end within a 24-hour period may ask to have one of the exams rescheduled. The student may consult with the associate dean of their college.

5. **Final grades** for the fall semester are due to the Registrar’s Office by NOON on Monday, December 17. Given the short period of time this date permits for the processing of fall grades this is a very important institutional deadline.

6. **Policy on Conflicts between Regularly Scheduled Classes and other Activities**

Principles

The academic goals and achievements of individual students are the University's primary purpose. The University also recognizes the significant contribution of other activities to the academic and personal development of Bucknell students. It is inevitable that conflicts will arise between the pursuit of

extracurricular activities and students' academic schedules. It is desirable, when conflicts do occur, that students have a policy available to guide their decisions concerning class attendance. The present policy states the expectations placed on faculty members, students, and extracurricular advisers, so that students may know their options and the ramifications of their choices. In addition, faculty are strongly encouraged to include a statement about their individual expectations for class attendance in course syllabi.

Policy

1. Responsibilities about class attendance:

- a. Students are expected to attend the regularly scheduled meetings of the courses for which they are enrolled.
- b. Classes meeting during their officially scheduled class hours should be given priority over other activities, including activities from other classes. "No student who participates in an extracurricular event, team, or program can be penalized solely for missing such extracurricular activities when they are scheduled in conflict with regularly scheduled meeting times of the student's courses." (Action of the faculty, October 1993)
- c. Faculty should provide, on the first day of classes, a clear statement of:
 - i. The consequences of any absences.
 - ii. Requested time commitments outside of class.
- d. Students should not be required to attend extra, additional or rescheduled academic events that conflict with other classes or other important commitments that occur outside of registered meeting times for their classes, unless those events are clearly described in the course schedule prior to registration.

2. Responsibilities about non-class activities:

- a. Extracurricular advisers should, during the first week of classes, inform students of those dates upon which they will be asked to miss a class due to an extracurricular activity.
- b. Students should give faculty as much advanced warning of a class absence as possible.
- c. University units regularly sponsoring extracurricular activities are urged to develop guidelines about the appropriate level of demands to place upon student participants with respect to missing class.
- d. The consequences of missing class, regardless of reason, remain at the discretion of the faculty member teaching the class, as articulated in their syllabus (see 1c).

3. General responsibilities:

- a. Since students are ultimately responsible for their education at Bucknell University, they must be the ones to weigh the consequences of missing classes or other activities, and make their choices accordingly.
- b. Both faculty and advisers of extracurricular activities must provide the information students will need to make informed decisions. All parties are encouraged to communicate and to be as flexible as possible in addressing schedule conflicts.

- c. Students, faculty, and extracurricular advisers may seek advice in these matters from their College Dean or Provost.

Originally adopted by Committee on Instruction and Committee on Complementary Activities; reported to University faculty, March 1994.

Revised developed by the Ad Hoc Committee on Class Attendance; approved by University faculty, November 2017.