

Bucknell

UNIVERSITY

Office of the Provost

DATE: August 12, 2008

TO: All Faculty Members and Academic Department Assistants

FROM: Office of the Provost

SUBJECT: ACADEMIC POLICIES AND SCHEDULE—FALL, 2008

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. The “Policy on Conflicts between Regularly Scheduled Classes and Other Activities” follows in Point 7. This policy was adopted by the Faculty in Spring, 1994, and includes information relevant to the first day of classes.
2. Faculty members are encouraged to use the following schedule for hourly examinations during ***both*** semesters of 2008-09:

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; M/W 3:00
Thursday	for classes meeting	TR 8:00, 11:00, 1:00
Friday	for classes meeting	MWF 8:00, 11:00, 3:00; M/F 8:30, 3:00; W/F 8:30, W/F 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.

3. 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.

Holidays during Fall Semester 2008 that have presented major conflicts in the past include:

Rosh Hashanah	September 29-October 1 (sundown Monday through Sundown Wednesday)
Yom Kippur	October 8-9 (sundown Wednesday through sundown Thursday)
Eid ul-Fitr	end of Ramadan fast October 1
All Saints Day	November 1

You can access the 2008-09 "Selected Religious Holidays and Celebrations Calendar via the Chaplains and Religious Life web-site at:

<http://www.bucknell.edu/Documents/Chaplain/Religious%20holidays%2008%2009.pdf>

4. 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 10, 5 p.m., until Wednesday, October 15, 8 a.m.
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Thanksgiving Recess begins	Tuesday, November 25, 10 p.m. until Monday, December 1, 8 a.m.
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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.

5. 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 Wednesday 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 his or her college.

6. **Final grades** for the fall semester are due to the Registrar's Office by 3 p.m. on Tuesday, December 30. Given the short period of time this date permits for the processing of fall grades before the beginning of the spring semester, this is a very important institutional deadline.

7. CLASS AND ACTIVITY CONFLICTS

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 extra-curricular activities and students' academic schedules. With the emphasis on active learning in the College of Engineering and the Common Learning Agenda of the College of Arts and Sciences, class attendance has taken an even more vital role in the instructional goals of the University.

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 extra-curricular advisers, so that students may know their options and the ramifications of their choices. In addition, faculty are encouraged to include a statement about their individual expectations for class attendance in course syllabi.

Policy

- I. Responsibilities about class attendance:
 - A. Students are expected to attend the regularly scheduled meetings of the courses for which they are enrolled.
 - B. Classes scheduled during regular class hours should be given priority over other activities. "No student who participates in an extra-curricular event, team, or program can be penalized solely for missing such extra-curricular 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:
 1. The consequences of any absences.
 2. Scheduled time commitments outside of class.
 - D. Students should not be required to attend extra or rescheduled academic events that conflict with other classes or other important commitments.
- II. Responsibilities about non-class activities:
 - A. Extra-curricular 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 extra-curricular activity.
 - B. Students should give faculty as much advanced warning of a class absence as possible.
 - C. University units regularly sponsoring extra-curricular activities are urged to develop guidelines about the appropriate level of demands to place upon student participants with respect to missing class.
- III. General responsibilities:
 - A. Since students are ultimately responsible for their education at Bucknell, 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 extra-curricular activities are encouraged to be as flexible as possible in addressing attendance requirements.

Students and faculty may seek advice in these matters from their College Dean.

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