DATE: August 5, 2005

TO: All Faculty Members and Academic Department Assistants

FROM: Office of the Provost

SUBJECT: ACADEMIC POLICIES AND SCHEDULE—FALL, 2005

As you prepare for the fall semester, you may find it convenient to have a summary of a number of standing academic policies pertaining to 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 2005-06:

   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. Two religious holidays occur early in the fall semester. Please make every effort to avoid scheduling exams on these dates, and encourage your students to see you
privately for alternative accommodations if your class or assignments conflict with religious observances during these religious holidays.

Rosh Hashanah sundown, Monday, October 3, until sundown, Wednesday, October 5

Yom Kippur sundown, Wednesday, October 12, until sundown, Thursday, October 13

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 7, 5 p.m.
   Thanksgiving Recess begins Tuesday, November 22, 10 p.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.

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. The dates for final examinations are given in the University calendar. In no case may a final examination be administered in advance of the times appointed for the final examination nor may a take-home final examination fall due before the appointed time.

   b. A student may be excused from a final examination only in case of serious illness or other grave emergency. Authorization by the Associate Dean of the student’s College is necessary for such excuses. In such cases, make-up examinations will be given at such time as the instructor appoints.

   c. Students are expected to lodge a complaint with the Dean of the appropriate College, should their instructor violate any of these Faculty regulations.

6. Final grades for the fall semester are due to the Registrar’s Office by 10 a.m. on Thursday, December 22. 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.*

Office of the Provost
August 5, 2005