

**FACULTY SENATE MINUTES**  
**December 8, 2011**

The Faculty Senate of the University of North Alabama met December 8, 2011 in Room 102 of Floyd Science Building at 3:30 p.m.

President Townsend called the meeting to order and recognized the following proxies:

Cecile Nabors for Senator Butler from Collier Library,  
Dan Hallock for Senator Gafford from Marketing and Management,  
Keith Jones for Senator Carnes from Accounting,  
Eric O'Neal for Senator McIntosh from HPER,  
Kathy Wallace for Senator Frederick from Kilby, and  
Joy Brown for Senator Davison from Secondary Education.

Senator Richardson moved the adoption of the agenda. Senator Barrett seconded. The motion passed unanimously.

Senator Lee moved the approval of the minutes from the November 11, 2011 meeting. Senator Sanders seconded. The motion passed unanimously.

President Cale discussed the decision by the Ohio Valley Conference to not expand at the present time after considering two institutions together (UNA and Northern Kentucky). President Cale stated that after a discussion with several in the Ohio Valley Conference he felt that the door was not completely closed.

President Cale also discussed the construction efforts on campus. The power lines are being placed underground in the amphitheater. A new pump is being installed in the Lion Habitat. The Black Box Theatre construction is going well. Planning for the Science Building is going well.

The offsite team for SACS met in November and considered the 450 page document with a fantastic report. He stated that we may be used as an example for subsequent schools. There were eight areas to address with seven of the eight being relatively easy to accomplish. In the February site visit, the QEP will be highlighted.

President Cale also reported that freshmen applications were up 38% from this time last year.

Vice-President Thornell was unable to attend.

## **REPORTS:**

- A. Senator Williams, chair of the Academic Affairs, presented the Faculty and Staff Computer Administrative Rights document. (See Attachment A) Senator Sanders presented concerns from the Department of Communications. (See Attachment B) Senator Richardson moved to refer this issue back to the committee. Senator Barrett seconded. The motion passed. Senator Carrasco also suggested that the phrase “justifiable artistic value or research value” be added. Any further comments should be sent to Senator Williams or President Townsend. Senator Williams also presented the Network and Computer Monitoring document. (See Attachment C) Senator Sanders presented recommended changes. (See Attachment D) Senator Richardson moved to refer the document back to the committee. Senator Lee seconded. The motion passed.
- B. Senator Peterson, chair of the Faculty Attitude Survey Committee, discussed posting the results of the 2011 survey on the Faculty Senate webpage. Senator Richardson moved to postpone to the February meeting. Senator Statom seconded. The motion to postpone consideration of posting the results passed. Senator Peterson also presented possible DI questions to be added and encouraged feedback. (See Attachment E)
- C. Senator Statom, chair of the Ad hoc Committee for Equity and Standards in Promotion and Tenure, presented a proposal for changes to 2.5.1 and 2.5.2 of the Faculty Handbook. Senator Richardson moved to postpone considering this proposal. Senator Barrett seconded. The motion passed.

## **UNFINISHED BUSINESS:**

On November 30, President Townsend assumed the motion to consider the proposed revisions to the Early Scholars Program (based on discussion at the November Senate meeting) ) via e-business, if there was no objection. There was no objection. On December 1, Senator Richardson moved to accept the proposed revisions. Senator Austin seconded. Senator Peterson proposed an amendment to number 3 of the revisions to read: Require a C average on UNA courses for continued participation in Early College Program” and that the section in "Rationale" that reads "10th graders who don't have such evidence should defer taking high school classes" be changed to read " ... should defer taking college classes." Senator Austin seconded. The amendment carried 28-0-0. Senator Loepky proposed an amendment to number 3 of the revisions to read: Require a B average on UNA courses for continued participation in Early College Program. Senator Beckwith seconded. The motion carried 19-12-3. Senator Lee moved to postpone further action on the proposed revisions until the December 8 meeting of the Faculty Senate. Senator Richardson seconded. The motion carried 25-2-0.

Kim Mauldin presented proposed revision to the Early Scholars Program. (See Attachment F) Senator Stenger moved to reconsider the amendment changing C average to B average. Senator

Richardson seconded. The motion passed. On reconsideration, the motion to change C average to B average failed. The amended revision of the Early Scholars Program passed.

**NEW BUSINESS:**

- A. Senator Lee moved to send the Establish Reporting of Last Date of Attendance (LDA) issue to the Faculty Affairs Committee. (See Attachment G) Senator Barrett seconded. The motion passed.
- B. President Cale reported the problem with funding for Kilby. Kathy Wallace presented information concerning what value Kilby contributes to the university's mission. Each department was encouraged to report how Kilby is used within their curriculum.

Senator Gaston moved the meeting be adjourned. Senator Roden seconded. The motion passed unanimously. The meeting adjourned at 5:30 p.m.

## **ATTACHMENT A**

President Townsend,

Please find attached documents containing the Academic Affairs Committee proposed changes to the “Faculty/Staff Computer Administrative Rights” and “Network and Computer Monitoring” policies. The proposed changes address a charge from the Faculty Senate to make the policies more succinct, focused, and take into consideration the needs of UNA faculty and staff as they work on their various projects. As a reminder, these policies address issues that will be noted as exceptions to the State of Alabama IT Policies that were recommended to serve as the baseline for IT policies at UNA.

I would like to take this time to express my appreciation to the committee members for their hard work throughout this process. It is my opinion that the committee has addressed all three charges of the senate. On behalf of the committee I formally move that the changes to the IT policies be approved by the senate.

Yaschica Williams, Chair  
Academic affairs Committee

# Faculty and Staff Computer Administrative Rights

University of North Alabama  
November 22, 2011

## 1 Introduction

All faculty and staff have a legitimate need for administrative privileges on computers. Administrative privileges may be required to install software and updates, perform computer management tasks, conduct classroom activities, or run certain software packages. All faculty and staff who utilize computers in their university-related work must have administrative access in addition to a non-administrative account for day-to-day activities.

## 2 Scope

This policy applies to all university computers issued to faculty and staff that are connected to either the university network or any other publicly accessible network. Systems not connected to the university network, such as labs without internet access, are exempt from this policy and may be operated without any restrictions.

## 3 Guidelines for Faculty and Staff Computer Users

University computers are university property and are intended for university business. The following guidelines for computer users shall apply to all university owned computer equipment:

1. Only software related to university business should be installed on university computers.
2. Administrative rights are personal and apply only to the machine for which the rights are granted. Faculty and staff are prohibited from sharing administrative account information with anyone else.
3. Faculty and staff are not allowed to login to any computer using their administrative account for the purpose of conducting day-to-day activities for such activities may compromise the security of the university's network. Tasks that require administrative rights (installing software etc.) are to be performed via a "Run as" function.
4. Software that adversely impacts the performance or security of the network should never be installed on university computers. Examples include peer-to-peer file sharing, internet radio or television, and remote control applications.
5. Faculty and staff have a duty to safeguard data stored locally on their computers and must exercise due diligence in providing both physical and technical safeguards to ensure against the loss of any data. Safeguards include providing a backup mechanism for data, limiting physical access and electronic access to computers storing confidential data, and ensuring compliance with applicable policies, procedures and regulations. Faculty and staff must adhere to all applicable regulatory requirements such as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
6. Maintaining user installed software (updates, security patches) is normally the responsibility of the faculty or staff member with administrative rights.
7. Faculty and staff may not modify or remove antivirus, auto-updates, malware detection software, or otherwise make any modification that is intended to circumvent the protection of

- the machine.
8. To comply with copyright restrictions and licensing requirements for all software installed on their computers that is not provided by the university, faculty and staff must have a legal license for every piece of software they install and must present those licenses if required. Installing unlicensed software is strictly prohibited.
  9. Faculty and staff are responsible for every action made with the administrative account and for all direct or indirect consequences of those actions.

## **4 Support of Computers**

Faculty and staff must be aware that, with administrative rights, they become the primary support for all software and hardware not provided by or installed by the university's computer services department. The university's computer services department will provide support services for faculty and staff with administrative privileges within reason. The university's computer services will continue to provide support, patches, and maintenance for all software and hardware provided and installed by the university.

## **5 Relinquishing Administrative Rights**

Faculty and staff members may elect to voluntarily relinquish administrative privileges on their computer, limited to no more than twice per semester. Requests must be made in accordance with the procedures stated in section 5.1.

### **5.1 Relinquishment and Recovery Procedure**

If a faculty or staff member wishes to voluntarily relinquish administrative rights on any computer assigned for their use, they must notify the director of computer services in writing.

Requests for recovery of administrative rights must also be made to the director of computer services in writing. The director of computer services may choose to require petitioners to attest in writing that they have read and agree to abide by this policy. The director of computer services, at his or her discretion, may delegate the authority to accept requests. No other requirements or approvals shall be required unless stated clearly within this policy.

## **6 Sanctions for Misuse**

Access to the University's computing resources may only be restricted or denied for the most serious of reasons, and only after the filing of formal charges and the pursuit of rigorous due-process procedures. Examples of misuse that may result in sanctions include:

1. Transmitting or posting materials that are defamatory in nature or that otherwise violate existing laws;
2. Storing, transmitting, or posting material that is obscene, lewd, or sexually harassing;
3. Violating the privacy of other users;
4. Unauthorized access of information or attempted unauthorized access of information;
5. Intentionally causing damage or attempting to cause damage to University computing resources; and
6. Violating University policy or applicable state or federal laws.

For infractions that cannot be resolved informally, the UNA Grievance and Due Process Procedures policy as specified in the Faculty Handbook or Staff Handbook describes the required process for imposing sanctions on a user of the University's computing resources.

## **7 Emergency Disconnection from the Network**

In the case of a breach of a faculty or staff computer, the university's computer services will make a documented effort to contact the faculty or staff member in order to quickly mitigate the impact of the breach. If the faculty or staff member cannot be reached immediately, the faculty or staff member's immediate supervisor will be notified that the computer will be disconnected from the network until such time as the faculty or staff member is available to address the issue.

Revised: 11/25/2011 1:30 AM

## ATTACHMENT B

### Faculty and Staff Computer Administrative Rights

University of North Alabama  
November 22, 2011

#### 1 Introduction

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This policy applies to all university computers issued to faculty and staff that are connected to either the university network or any other publicly accessible network. Systems not connected to the university network, such as labs without internet access, are exempt from this policy and may be operated without any restrictions.

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4. Software that adversely impacts the performance or security of the network should never be installed on university computers. Examples include peer-to-peer file sharing, internet radio or television, and remote control applications.
5. Faculty and staff have a duty to safeguard data stored locally on their computers and must exercise due diligence in providing both physical and technical safeguards to ensure against the loss of any data. Safeguards include providing a backup mechanism for data, limiting physical access and electronic

access to computers storing confidential data, and ensuring compliance with applicable policies, procedures and regulations. Faculty and staff must adhere to all applicable regulatory requirements such as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

6. Maintaining user installed software (updates, security patches) is normally the responsibility of the faculty or staff member with administrative rights.

7. Faculty and staff may not modify or remove antivirus, auto-updates, malware detection software, or otherwise make any modification that is intended to circumvent the protection of the machine.

8. To comply with copyright restrictions and licensing requirements for all software installed on their computers that is not provided by the university, faculty and staff must have a legal license for every piece of software they install and must present those licenses if required. Installing unlicensed software is strictly prohibited.

9. Faculty and staff are **primary** responsible for **every** actions made with their administrative account and for **all** direct or indirect consequences of those actions.

10. When in doubt, faculty and staff are advised to inquire with Computer and Telecommunication Services for recommendations before installing or updating questionable software or hardware.

## 4 Support of Computers

Faculty and staff must be aware that, with administrative rights, they become the primary support for all software and hardware not provided by or installed by the university's computer services department. The university's computer services department will provide support services for faculty and staff with administrative privileges within reason. The university's computer services will continue to provide support, patches, and maintenance for all software and hardware provided and installed by the university.

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Requests for recovery of administrative rights must also be made to the director of computer services in writing. The director of computer services may choose to require petitioners to attest in writing that they have read and agree to abide by this policy. The director of computer services, at his or her discretion, may delegate the authority to accept requests. **Approval or denial of these requests will be**

made in writing to the faculty or staff member and an explanation will be provided. No other requirements or approvals shall be required unless stated clearly within this policy.

## 6 Sanctions for Misuse

Access to the University's computing resources may only be restricted or denied for the most serious of reasons, and only after the filing of formal charges and the pursuit of rigorous due-process procedures have concluded. Examples of misuse that may result in sanctions include:

1. Transmitting or posting materials that are defamatory in nature or that otherwise violate existing laws;
2. Storing, transmitting, or posting material that is obscene, lewd, or sexually offensive or harassing and without justifiable artistic value;
3. Violating the privacy of other users;
4. Unauthorized and access of information or attempted unauthorized access of information with verifiable intent;
5. Intentionally causing damage or attempting to cause damage to University computing resources; and
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Revised: 11/25/2011 1:30 AM

## ATTACHMENT C

# Network and Computer Monitoring

University of North Alabama

November 22, 2011

## 1 Introduction

Academic freedom, free inquiry, and freedom of expression within the academic community are core principles of the University of North Alabama and, as such, may be limited to no greater extent in electronic format than they would be in print. Computing resources are provided to support the University's mission of education, research, and service, and The University community relies on the integrity and responsible use of computing resources by each of its members.

## 2 Scope

A *user* of the University's computing resources is any individual, organization, or entity that attempts to access computing resources owned or operated by the University, whether the attempted access is successful or unsuccessful or by direct connection or by remote connection. This policy applies to all *users* of the University's computing resources.

Electronic information on University computing services, including, but not limited to, electronic mail and personal information is subject to examination if it is necessary to maintain or improve the functioning of University computing resources. Therefore, it is understood that there is a need to periodically inspect computers and network usage in order to ensure the continued correct operation of the University network and computing resources.

## 3 Monitoring

The University does not condone censorship, nor does it endorse the routine inspection of electronic files or monitoring of network activities related to individual use. At times, however, legitimate reasons exist for persons other than the account holder to access computers, electronic files, or data related to use of the University network. Such network monitoring is limited to the backup and caching of data and communications and the logging of general activity and usage patterns as are necessary for maintaining network availability of and performance. The University may monitor individual usage only in the following instances:

1. The user has voluntarily made access available to the public.
2. To protect the security and functionality of the University or to protect the University from liability.
3. Where probable cause exists to believe that the user has violated, or is violating this policy.
4. Upon receipt of a legally served directive of appropriate law enforcement agencies.

Any such monitoring of individual activity, with the exception of when a user voluntarily grants access, must be approved in advance by the President of the University. Any records generated as a result of individual or network monitoring are to be maintained for no longer period than necessary but in no instance longer than required by the State Records Act.

## 4 Retention

Monitoring individuals' network usage burdens the collection entity with data protection responsibilities. Monitoring of individuals' network usage habits generates records subject to a system of protections under the Federal Educational Rights and Privacy Act (FERPA). In addition to the protections provided by FERPA, a 1997 report by CAUSE (Association for Managing and Using Information Resources in Higher Education) recommends a full system of Fair Information Practices (FIPs) for the treatment of these student records. This framework includes notification of policies; minimization of collection of data; limits on secondary use; nondisclosure and consent; a need to know before granting third parties access to data; data accuracy, inspection, and review; information security, integrity, and accountability; and education.

Last updated: 11/25/2011 1:28 AM

## ATTACHMENT D

Network and Computer Monitoring

University of North Alabama

November 22, 2011

### 1 Introduction

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1. The user has voluntarily made access available to the public.
2. To protect the security and functionality of the University or to protect the University from liability.

3. Where probable cause exists to believe that the user has violated, or is violating this policy.

The user will be notified, in writing, within seventy-two (72) hours of the initial monitoring. This notice will indicate the specific instance(s) that initiated the justification for monitoring.

~~4. Upon receipt of a legally served directive of appropriate law enforcement agencies.~~

The University may also monitor individual usage upon receipt of a legally served directive of appropriate law enforcement agencies. In these instances, the user will not be notified, so as to not impede on investigations by proper authorities.

Any such monitoring of individual activity, with the exception of when a user voluntarily grants access, must be approved in advance by the President of the University. Any records generated as a result of individual or network monitoring are to be maintained for no longer period than necessary but in no instance longer than required by the State Records Act.

Any violation of these procedures and/or unauthorized monitoring, by the University, will be considered "misuse" and personnel involved will be subject to the "Sanctions of Misuse" as defined in the university's "Computer Administrative Rights" policy.

#### **4 Retention**

Monitoring individuals' network usage burdens the collection entity with data protection responsibilities. Monitoring of individuals' network usage habits generates records subject to a system of protections under the Federal Educational Rights and Privacy Act (FERPA). In addition to the protections provided by FERPA, a 1997 report by CAUSE (Association for Managing and Using Information Resources in Higher Education) recommends a full system of Fair Information Practices (FIPs) for the treatment of these student records. This framework includes notification of policies; minimization of collection of data; limits on secondary use; nondisclosure and consent; a need to know before granting third parties access to data; data accuracy, inspection, and review; information security, integrity, and accountability; and education.

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## ATTACHMENT E

### Possible Div1 questions for spring 2012 Faculty Attitude Survey

I support UNA's move towards Division 1 athletics. (from Strongly Agree to Strongly Disagree)

I believe that UNA administration is doing a good job of addressing faculty concerns as it moves UNA towards Division 1 athletics. (from Strongly Agree to Strongly Disagree)

Open-ended question: Can you identify one aspect of the move to Division 1 athletics that you think UNA administration has done a particularly effective job of addressing and/or explaining?

Open-ended question: Can you identify one aspect of the move to Division 1 athletics that you think UNA administration could do a better job of addressing and/or explaining?

**ATTACHMENT F**  
**PROPOSED REVISIONS TO**  
**EARLY SCHOLARS PROGRAM AT UNA**

1. Rename the program Early College.
2. Require a high school B average to be eligible for initial enrollment in Early College program.
3. Require a **B** average on UNA courses for continued participation in Early College program.
4. Allow one 3 or 4 hour course tuition-free per semester. A second course would be charged tuition. The summer is considered one semester.
5. Allow 10th grade students with a composite ACT of 22 or better to participate tuition-free in the Early College program. They must comply with the conditions above. The current policy of allowing 10th grade students to pay tuition would be eliminated.
6. Exceptions must be approved by the dean of the college, the vice president of academic affairs, and the department chair where the course is housed.
7. Establish a university committee charged with developing a new program that engages gifted high school students with UNA consistent with the concept of an early scholars program.

## RATIONALE

The current early scholars program needs to be changed in title to a name consistent with its mission. It is not intended to be a program reserved for scholars, but more broad-based in serving area high school students.

The program needs baseline qualifications for initial and continuing participation. It should be limited to those high school students who demonstrate the capability to participate successfully and who demonstrate academic performance adequate to continue.

Access to tuition waiver should be limited to one course. This is consistent with a reasonable load for high school students. It also reduces the financial impact for UNA.

Current trends are to allow 10<sup>th</sup> graders with evidence of significant academic ability to participate and receive access to the same tuition waiver available to other high school students. Students who have earned an ACT composite of 22 or higher demonstrate that ability. 10<sup>th</sup> graders who don't have such evidence should defer taking college classes.

There may be exceptions to these policies that need to be addressed. For example, there may be 10 grade students with exceptional talent in the fine arts who wish to access such courses at UNA.

With this program being transitioned to be more broad-based, the need exists for a program targeted toward high school students with exceptional academic talent that would capture the spirit of a true early scholars program.

Submitted by: John Thornell, Thomas Calhoun, Vagn Hansen, Kim Mauldin, Matthew Fitzsimmons, Martha Francis Graham, Ethan Humphries, and Terry Richardson.

## Early Scholars College

~~High School Sophomores, Juniors and Seniors.~~ High school students at the junior or senior level who are considered to be high academic achievers with a high school average of B or better may, upon the written recommendation of their principals or guidance counselors, be admitted for approved UNA coursework. A B average on UNA courses is required for continued participation. Early scholars College participants who are high school juniors or seniors are allowed to enroll in up to five hours one (1) three- or four- credit hour course per semester at no cost, on a first-come, first-served space-pending available space basis. A second course would be charged tuition. The summer term counts as one semester. Cost definition includes tuition only. Early scholars College participants are still subject to any special fees such as applied music fees, technology fees, health fees, etc. Students in Grade 10 with a composite ACT of 22 or better are allowed to participate in the Early College program. They must comply with the conditions above. For these students in grade 7-10, advanced approval must be obtained from the department chair where the courses are housed and the dean of the college, and the tuition/fees payment is the responsibility of the student. Early Scholars College participants are not allowed to take remedial courses. Only Math 110 or higher level mathematics courses are allowed. For application deadlines, please refer to [www.una.edu/admissions](http://www.una.edu/admissions).

~~Students in Grades 7-9.~~ Students certified in writing as gifted by their principal and local superintendent of education may be admitted for approved coursework.

Exceptions to this policy must be approved by the chair of the department where the course is housed, the dean of the college, and the Vice President for Academic Affairs and Provost.

## ATTACHMENT G

### Proposal to Establish Reporting of Last Date of Attendance (LDA)

On

### Students Who Fail to Receive a Passing Grade

An institution must have a procedure for determining whether a Title IV Federal Student Aid recipient who began attendance during a semester actually completed the semester or should be treated as a withdrawal. The U.S. Department of Education (ED) does not require that an institution use a specific procedure for making this determination. \*

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire semester, **the institution must assume, for Title IV Federal Student Aid purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period.** \*

The Office of Student Financial Services (SFS) has for several years relied on the reporting of the faculty to determine if a student completed the semester. At the end of a semester, SFS produced a list of all students who received Federal Student Aid and DID NOT receive a passing grade in any course. Then, SFS notified each and every instructor asking for verification if the student actually completed the semester in the respective instructor's course.

SFS and the Office of the Registrar have determined an alternative method of verifying if the student actually completed the course, or ceased attendance at some earlier date in the semester. This alternative method should be less burdensome so the instructor does not have to search attendance records several weeks after the semester ended.

This new verification method will require reporting a **“Last Date of Attendance” (LDA)** for any student for whom a **grade of F, U, or NC** is assigned. **A grade of F, U, or NC and an LDA must be entered at the same time.** The instructor will not be allowed to finish the process of entering grades if he/she does not complete the LDA field for those students with a **grade of F, U, or NC.**

The University of North Alabama is an institution that is not required to take attendance. **A school that is not required to take attendance may always use a student’s last date of attendance at an academically related activity, as documented by the school, as the student’s withdrawal date. Please note that a school is not required to take class attendance in order to demonstrate academic attendance for this purpose.\***

This new method of completing the LDA field will be required on all students, graduate or undergraduate, whether the student is receiving Federal Student Aid or is not receiving aid. At this time, the Banner system cannot distinguish between students receiving aid or not receiving aid for purposes of entering grades.

**\* Federal Student Aid Handbook, Volume 5, Chapter 2, Pages 87 – 89**

## GENERAL REGULATIONS

### Class Attendance.

- (1) Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit.
- (2) Each student is directly responsible to the individual professor for absences and for making up work missed.
- (3) Particular policies and procedures on absences and makeup work are established in writing for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or professor-initiated withdrawal from class.
- (4) Official written excuses for absences are issued only for absences incurred in connection with university-sponsored activities.
- (5) For all other types of group or individual absences, including illness, authorization or excuse is the province of the individual professor.
- (6) **The instructor may take attendance from time to time to be able to verify the student's last date of participation in an academically related activity. There is no specific procedure required of the instructor for determining a student's class attendance.**

## Comments on GENERAL REGULATIONS, Class Attendance Policy, in the UNA Catalog

The 1<sup>st</sup> and 2<sup>nd</sup> sentences are general expectations directed to the student. These 2 sentences have no relation to the grade reporting function at the end of the semester. There is no change of any policy or procedure required with regard to the expectations of the student as noted in this section.

The 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> sentences pertain to requirements and/or expectations of the student established by the respective course instructor. The instructor will still establish all attendance requirements, absence policies and any penalties, if any, for absences.

The 6<sup>th</sup> sentence is proposed to address the need for the **Last Date of Attendance (LDA)**. The University of North Alabama is a school that is not required to take attendance. The instructor is not required to take class attendance in order to demonstrate academic attendance for this purpose. Therefore, the instructor might take attendance only on a periodic basis to be able to demonstrate academic attendance, if needed.

### **Additional comments about requiring the LDA:**

- The University of North Alabama (UNA) is an institution that is not required to take attendance
- There is no specific procedure required by UNA or the Department of Education for determining a student's class attendance
- The requirement to enter the LDA with a grade of F, U, or NC does not require the instructor to take attendance every class meeting
- An instructor may track attendance in any manner he/she chooses.
- The instructor may enter the mid-point date of the semester as the LDA if the instructor cannot document the student's last date of attendance at an academically related activity in the course
- The instructor will continue to set all attendance requirements for his/her course, and any penalties for excessive absences

## **5.2 CLASS ROSTERS AND ROLL BOOKS**

The official roster of students for each class is provided for the faculty member on-line. It is the prime responsibility of faculty members to assist in validating proper enrollment through careful check of the on-line rosters. A student may not receive a final grade unless properly registered for the course, and faculty members may not merely add a student to a class without supporting documentation.

Standard roll books for daily use in recording attendance and grades are provided for faculty members by the chair of the department. The names entered in the roll books should correspond to those on the online roster. Roll books should be retained for reference purposes for at least one term beyond the term for which used.

Faculty members are required to maintain regular and accurate records of student attendance for academic reasons and for the reports required for compliance with regulations imposed by the Veterans Administration, for compliance with federal student financial aid requirements of the United States Department of Education, and for compliance with other external agencies. If a student stops attending class(es) or exceeds the maximum allowable absences, faculty members are required to report the student's attendance status to the dean of their college.

## **5.4 STUDENT ABSENCES**

The University expects students to attend classes regularly and punctually and regards reasonable participation through attendance as integral to the award of credit. University regulations on student absence are located in the Undergraduate and Graduate Catalogs. The individual faculty member may establish stricter limits and accompanying grade penalties, according to the level and nature of the course, but stricter policies must be approved by the chair of the department, and the students must be properly informed at the beginning of the course. The department chair should try, as much as possible, to ensure that absence policies are uniform in multiple sections of the same course. Each faculty member should review his/her attendance policies for each course, keeping in mind the educational goals of the course. Attendance policies should be no more punitive than required by the course goals.

The student is directly responsible to the individual faculty member for absences and for making up work missed. Makeup procedures should be announced by the faculty member at the beginning of each term. Faculty members may excuse absences for illness or other extenuating circumstances. Official excuse for absence is provided by e-mail from the Vice President for Academic Affairs and Provost for group absences incurred in connection with such university-sponsored scheduled activities as intercollegiate athletics, musical performances, and similar functions. From time to time, faculty also will be notified by the Vice President for Academic Affairs and Provost of requests from other faculty or administrative officials for group absences to be approved in connection with field trips and special meetings or programs of an appropriate nature. Approval of the absence rests with the faculty member, and the individual student must

secure advance permission. Implicit in an "excused absence," whether authorized by the Vice President for Academic Affairs and Provost or by the individual faculty member, is the student's entitlement, without grade prejudice, to make up tests or other specific work missed. Permitting makeup work for unexcused absences is at the discretion of the faculty member. The student is responsible for work missed regardless of reasons for absences.