

FORT WAYNE SENATE AGENDA  
MONDAY  
October 10, 2022  
12:00 P.M., Via Webex

1. Call to order
2. Approval of the minutes of September 12
3. Acceptance of the agenda – A. Nasr
4. Reports of the Speakers of the Faculties
  - a. Deputy Presiding Officer – N. Younis
  - b. IFC Representative – A. Livschiz
5. Report of the Presiding Officer – H. Strevel
6. Special business of the day
  - a. Annual Report on the Budget
7. Unfinished business
  - a. Executive Committee (Senate Reference No. 22-4) – A. Nasr
8. Committee reports requiring action
  - a. Executive Committee (Senate Document SD 22-2) – A. Nasr
  - b. Educational Policy Committee (Senate Document SD 22-3) – S. Hanke
  - c. Executive Committee (Senate Document SD 22-4) – A. Nasr
  - d. Executive Committee (Senate Document SD 22-5) – A. Nasr
9. New business
10. Question time
11. Committee reports “for information only”
  - a. Executive Committee (Senate Reference No. 22-6) – A. Nasr
  - b. Executive Committee (Senate Reference No. 22-7) – A. Nasr
12. The general good and welfare of the University
13. Adjournment\*

\*The meeting will adjourn or recess by 1:15 p.m.

<b>Approved</b>	<b>Opposed</b>	<b>Abstention</b>	<b>Absent</b>	<b>Non-Voting</b>
J. Johns			B. Buldt	C. Ortsey
A. Livschiz				
A. Nasr				
H. Strevel				
D. Tembras				
N. Younis				

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**Attachments:**

“2021-2022 Annual Report of FAR Activities” (SR No. 22-4)

“Approval of Replacement Members of the Civics Literacy Proficiency Subcommittee, Professional Development Subcommittee, Campus Appeals Board, and Faculty Affairs Committee” (SD 22-2)

“Amending the Civics Literacy Proficiency Requirements to Clarify “Passing”” (SD 22-3)

“Access to Reproductive Health Care for All Benefited Purdue Employees” (SD 22-4)

“Review of Sabbatical Application Rubric Developed by PDS for 2022-2023” (SD 22-5)

“Response to Senate Document SD 21-35” (SR No. 22-6)

“Purdue University West Lafayette Student Absence Policy” (SR No. 22-7)

Senate Reference No. 22-4

To: The Fort Wayne Senate  
From: A. Nasr, Chair of the Senate Executive Committee  
Date: August 26, 2022  
Subj: 2021-2022 Annual Report of FAR Activities

Please see below for the 2021-2022 Annual Report of FAR Activities.

## Annual Report of FAR Activities

As set forth in the "Indiana University-Purdue University Fort Wayne Faculty Athletics Representative Position Description" this is the annual report of the activities of the Faculty Athletic Representative (FAR) for the Academic year 2021-2022. The report is traditionally filed each April and therefore is from April 2021 to April 2022.

The global pandemic has affected the work of the Faculty Athletic Representative. Sporting events have continued for much of the year with differing amounts of fans as time has progressed. During the pandemic, the student athletes did not stop being students, and they did not stop practicing and working out. The work of advising, certifying, and helping student-athletes continued all during the pandemic.

Due to the pandemic, and the resulting additional stress and uncertainty, the number of students who have had academic and medical difficulties is continually high. In the academic arena there are many more students having issues and complications with professors, due dates, and missed classes due to medical reasons. In a non-pandemic semester, I deal with 5-8 issues where a student has a conflict with an instructor. These numbers increased during the pandemic and have remained steadily higher during 2021-2022. As FAR I am included in conversations about student athlete well-being and I work as a bridge between the student athletes and their instructors. There were at least double the 5-8 issues in a non-pandemic semester.

In Fall 2021 and part of Spring 2022 there was continued COVID testing of student athletes. Student-athletes were tested regularly and as a result there were numerous quarantines for those student athletes. Some student-athletes missed multiple weeks of class due to successive quarantines. For every student athlete who was quarantined an email was sent to each instructor of that student and I was included on each and every one of those emails and their replies. In each case I helped mediate any conflicts or confusion to keep things moving smoothly. There were well over 60 emails on this topic in Fall 2021 alone. Spring 2022 was also be busier than usual. As with the Fall 2021 semester I was asked to mediate in more than the usual number of student/faculty conflicts. In all, I have worked with approximately 24 different cases in the reporting period.

In most semesters, there are a number of faculty who do not return the grade check forms sent to them by student athletes. These forms are critical in monitoring student athlete eligibility to keep the university in compliance. When the student athlete's efforts to get the forms back are not working, coaches approach me to request that I reach out to faculty who have not completed the forms. I was asked to reach out to approximately 23 faculty to encourage them to turn in the forms. Most faculty responded to my request but there were a few who never got back to me and never turned in the form.

One of the other duties of the FAR is to ensure that student athletes are being treated the same as other students on campus. This means that they are not being given any extra benefits or advantages not available to other students or not permitted by NCAA policies. Whenever there is a grade change submitted for a student-athlete that could affect their eligibility, I am asked to reach out to the faculty member to make sure that the change in grade was due to the efforts of the student and not their status as a student-athlete. I am asked to follow-up on grade changes several times per year in a normal year. During the last year the pandemic has accelerated this with more students needing incompletes and make-up work. I would estimate that I have had 6-8 cases during the time of this report. In each of those cases the faculty have indicated that there was no special treatment of the student-athlete and

that the opportunities offered to the student-athlete were the same as what were offered to any other student.

#### Conferences Attended:

**NCAA Regional Rules Seminar.** Summer 2021. This meeting is usually a several day conference in person. Due to the pandemic the sessions were broken up across several different times during the summer and released as recordings to be reviewed. The conference holds meetings and trainings on NCAA rules and policies and the enforcement and application of said rules and policies.

**Faculty Athletics Representative Association (FARA) Annual Conference.** Various dates in November of 2021. Virtual Meeting. This conference is an annual meeting of all Faculty Athletic Representatives. The meeting includes training, education, and information for FAR's. This years meeting was virtual due to the ongoing global pandemic.

**NCAA National Convention.** Various dates in January, 2022. Due to the pandemic, the convention has been moved to a virtual convention and spread across several weeks. I attended numerous training and information sessions related to my duties as FAR.

#### Athletic Travel:

Due to the pandemic and my schedule, I was not able to travel with any of the teams this year.

#### Committee Work:

The following are committees that I belong to or advise and attend the regular meetings of:

**Student-Athlete Leadership Team (SALT).** This meeting is held monthly. SALT has student-athlete representatives from each of the athletics teams. In the meeting they coordinate athletic and service events as well as matters of importance to student-athletes. They also discuss and seek advice on academic matters from the FAR.

**Student Athlete Services (S-AS).** This committee holds bi-weekly meetings to coordinate student-athlete issues and includes representatives from the Mastodon Academic Performance Center, The Registrar's Office, Financial Aid, and the Compliance office.

**Compliance Committee.** This committee meets three times per year. The committee is composed of representatives from different areas of campus that affect student athletes (registrar, bursar, compliance, athletics, student affairs, financial aid, etc). The group coordinates to make sure there are no compliance issues with student athletes.

**Faculty Senate Mastodon Athletics Advisory Sub-Committee (MAAS).** I am the chair of this committee. The committee is a sub-committee of the Faculty Senate Student Affairs Sub-Committee and usually meets at least once per semester. It may meet more depending on need. Its purpose can be found in the Senate Bylaws section 5.3.4.3.2.

**Athletics Health and Wellness Promotion Team.** This is a recently formed committee in the Athletic Department. The committee meets to discuss and make plans for the health and wellness of student athletes. It usually meets 2 times per semester but has met less recently due to the pandemic. Health and wellness is another area where the NCAA encourages the FAR to be involved.

**Mastodon Athletics Advisory Board.** I serve as a member of the Athletics Advisory Board. This committee meets twice per semester and is primarily composed of community members that are supportive of athletics.

**Work with Student Athletes:**

There are several situations where I work directly with student-athletes. To protect their anonymity, I will use generalities and avoid names.

**Student-Athlete Missed Class Worksheets.** These worksheets are given to student-athletes at the beginning of each semester. The worksheets have the days of class that the student will have to miss for athletic events that are officially sanctioned by the university. The student-athletes work with the faculty member to come to an agreement and the faculty member signs the form. If there is a complication with a worksheet, or if faculty have concerns about the days the student athlete may miss, I am called on to mediate between the faculty member and the student-athlete regarding what can and cannot be missed as well as how it can be made-up. My goal is to help both parties arrive at a solution that is acceptable for both while protecting the academic integrity of the course and the students learning. In the Fall semester of 2021, there were 6 such instances. There were approximately 5 in Spring of 2022. Overall, the majority of faculty work with the student athletes and are willing to help them compete and do well academically.

**Advising.** The student athletes have academic advisors in athletics as well as in their major areas so I do not directly advise them for their majors and coursework. As the FAR they occasionally come to me for advice on interacting with faculty and for career advice.

**Appeals.** If a student-athlete has a conflict with a coach or someone in the athletic department and wishes to appeal a decision that has been made, a committee is formed with members from the Athletics Advisory Sub-committee. There were no appeals this academic year.

**Work with the Compliance Department:**

The compliance department serves to ensure that all NCAA and legal rules are followed by the athletics department and that student-athletes stay within the rules to stay academically eligible. If there are violations the compliance department reports them and works through any consequences. I work with compliance to review and comment on any legislative changes and to monitor athletic department processes and practices. In this capacity I meet regularly with the compliance director Rachel Holycross and her assistant Brian Bienz. Whenever there is a violation of NCAA rules and policies, I am required to review the case and sign off on any actions or consequences of the violation. There are usually 5-10 minor violations per year. There have been no major violations this year.

**Academic Eligibility Certification:**

Three times per year we are required to certify that student athletes did or did not maintain their athletic eligibility. This is determined by the academic progress of each student. Each student-athlete is required to hit certain progress towards degree and GPA requirements each semester. The Certification Team (Compliance, Registrar, Mastodon Academic Performance Center, and FAR) meet together for **three to four days (8:00 am-5:00 pm) between each semester** to review the academic record of each student athlete and certify that they have met the requirements and are eligible to play their sport. Each student must be certified individually ensuring that all of their coursework from that semester has been accounted for. With over 300 student athletes this usually takes the full four days. We meet after fall semester, after spring semester, and at the end of the two summer terms to certify

each student athlete. Frequently after this meeting is over there are several student-athletes with complicated situations that we need to come back to and work through until we have solved the complication. This requires numerous emails.

#### Work with the Athletics Department:

I meet regularly with the Athletic Director, Kelley Hartley Hutton, to consult on academic issues and ensure that there is a faculty voice in athletics decisions. The Athletic Director is very open to input and actively seeks ways to improve communication between athletics and academics.

I also have the opportunity to work with the coaches of the different teams. I often attend the monthly Coaches Meetings to stay aware of what is happening on the teams. I also meet with the coaches on a one on one basis from time to time to check in and address any issues. In these meetings we have discussed practice schedules, game schedules, and missed class worksheets. All of the coaches that I have met with actively promote academic excellence on their teams.

As part of my role I attend practices for different sport teams on a random basis. For the year included in this report I have attended at least one practice for baseball, track (men's and women's), softball, basketball (men's and women's), and volleyball (men's and women's), as well as men's and women's soccer.

Part of my duties include being made aware of any concussions. I am notified by the athletic trainers when the concussion is diagnosed and when the student athlete is cleared to return to academics and athletics. I help ensure that faculty in the classes of the affected student-athlete are aware of the injury and of the status of the student. In all existing cases proper protocols were followed. The student was not allowed to compete until completely cleared by the proper medical professional.

I also work closely with the Mastodon Academic Performance Center (MAP). I am notified of any academic problems or challenges with student-athletes. We also meet regularly to review student eligibility and discuss future plans for students. As part of the process of monitoring eligibility, each day I (as well as the employees of the MAP) receive a report of the enrollment and status of student-athletes. Individually we review the report and compare it to the team rosters to make sure that all student-athletes remain eligible. As FAR I work to make sure that university academic policies are being followed and that advising policies are in the best academic interests of the students. The employees of the MAP are very open to my comments and actively seek my input for policies and procedures as well as day to day issues.

On occasion I am invited participate in the interview and hiring process for new coaches and athletic academic personnel. There were several replacement hires this academic year. When invited, I participated in the interview process and gave feedback on the candidates.

When someone new is hired in athletics I participate in the onboarding process. Each new employee comes to meet with me and discuss my role as FAR and how I can help them. This happens frequently with the changes in coaches, trainers, and graduate assistants.

As FAR I am occasionally asked to administer the NCAA coaches recruiting exam. That duty is shared between myself and compliance. All coaches must re-take the exam each year to certify that they know and follow the rules. Each exam takes one hour with 30-40 coaches needing the test. This is usually done in June, July and August of each year. When a new coach is hired, they may also need to take the exam before beginning work.

I also participate in and attend the Athletics annual awards banquet as well as the athletics academic honors awards.

Athletics Events:

As the FAR it is recommended that I attend some athletics events each semester to make sure that the student-athlete experience is a positive one. For 2021-2022 I was able to attend games/meets for: men's and women's basketball, men's and women's soccer, softball, baseball, men's and women's track and field, and men's and women's volleyball. I attend these events to ensure that proper safety protocols are in place and that student athletes are having a positive experience.

Chancellor:

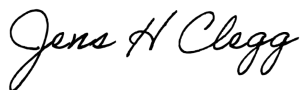
Part of my duties are to meet with the chancellor to discuss the academic progress of student-athletes and give input into issues that affect athletics and academics. I have met or spoken on the phone with the chancellor multiple times in the last academic year.

Horizon League:

In the Horizon League is that FARs are expected to serve on league committees. I serve on the Horizon League Student Athlete Committee as the FAR Representative. This committee is composed of and directed by two student athletes from each school. The committee meets once per month and is a place where student athletes can discuss and plan together. My role on the committee is advisory.

As a member of the Horizon League there are several duties and functions performed by the FAR. At the end of each sport's season the FAR's of the league are sent the names and dossiers of the nominees for awards within that sport. We are required to read over each dossier (about 20-24 athletes per sport) and then rank those athletes on their academic and athletic performance. Those rankings are submitted and the winners are chosen based on the rankings. With 14 sports in the league is is time consuming to complete the process.

The Horizon league group of FAR's holds video conferences at least once per month to meet and discuss legislative and procedural issues. I read the prepared documents and policies and then attend and participate in these meetings.



Jens H. Clegg

Associate Professor of Spanish

Faculty Athletic Representative

Purdue University Fort Wayne



MEMORANDUM OF RESOLUTION

TO: Fort Wayne Senate

FROM: A. Nasr  
Executive Committee

DATE: September 23, 2022

SUBJ: Approval of Replacement Members of the Civics Literacy Proficiency Subcommittee, Professional Development Subcommittee, Campus Appeals Board, and Faculty Affairs Committee

WHEREAS, The Bylaws of the Senate provide (5.1.5.1.) that “Senate subcommittees shall have the power to fill subcommittee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting”; and

WHEREAS, There are two vacancies on the Civics Literacy Proficiency Subcommittee; and

WHEREAS, The Civics Literacy Proficiency Subcommittee has appointed Kimberly O’Connor and Donald Ohlinger as the replacement members for the remainder of the 2022-23 academic year; and

WHEREAS, There are two vacancies on the Professional Development Subcommittee; and

WHEREAS, The Professional Development Subcommittee has appointed Rama Cousik and Jack Li as the replacement members for the remainder of the 2022-23 academic year; and

WHEREAS, There is one vacancy on the Campus Appeals Board; and

WHEREAS, The Campus Appeals Board has appointed Barton Price as the replacement member for the remainder of the 2022-23 academic year; and

WHEREAS, The Bylaws of the Senate provide (5.1.4.1.) that “Senate committees shall have the power to fill committee vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting”; and

WHEREAS, There is one vacancy on the Faculty Affairs Committee; and

WHEREAS, The Faculty Affairs Committee has appointed Aranzazu Pinan-Llamas as the replacement member for the remainder of the 2022-23 academic year;

BE IT RESOLVED, That the Senate approve these appointments.

<b>Approved</b>	<b>Opposed</b>	<b>Abstention</b>	<b>Absent</b>	<b>Non-Voting</b>
J. Johns			B. Buldt	C. Ortsey
A. Livschiz				
A. Nasr				
H. Strevel				
D. Tembras				
N. Younis				

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven A. Hanke, Chair of the Educational Policy Committee

DATE: September 19, 2022

SUBJECT: Amending the Civics Literacy Proficiency requirements to clarify “passing”

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WHEREAS, SD 21-28 describes the Civics Literacy Proficiency requirements for students beginning at PFW in Fall 2022 or later; and

WHEREAS, SD 21-28 describes the Approved Course Pathway as:

Part Two 3.1: Students choosing this path will have to pass one of the approved courses.; and

WHEREAS, the term “pass” can be interpreted multiple ways such as a D- to count toward elective credits for graduation or a C- to count as a General Education course, as well as other program specific definitions; and

WHEREAS, a grade of C- is used as the minimum grade to meet all other university-wide degree requirements (i.e., General Education courses); and

WHEREAS, if a D- is used as the minimum grade to meet the Approved Course Pathway requirement and a student takes a course to meet both a General Education requirement and the Civics Literacy Proficiency requirement, there might be confusion surrounding a D- counting for one requirement but not the other; and

WHEREAS, if a D- is used as the minimum grade to meet this requirement, the Approved Course Pathway might be viewed by students and instructors teaching those classes as less important than other degree requirements; and

WHEREAS, The Civics Literacy Proficiency Subcommittee’s unanimously approved this resolution.

BE IT RESOLVED, That the Senate amend SD 21-28 to clarify what constitutes a passing grade by changing the wording to:

Part Two - 3.1 Students choosing this path will have to pass one of the approved courses with a grade of C- or higher.

**Approved**

Hosni Abu-Mulaweh  
Stacy Betz  
Stephen Buttes  
Patricia Eber  
Steven Hanke  
Donna Holland

**Opposed**

**Abstention**

**Absent**

**Non-Voting**

Chris Huang  
Terri Swim

MEMORANDUM

TO: Fort Wayne Senate  
FROM: Assem Nasr, Executive Committee Chair  
Steve Carr, Voting Faculty  
DATE: 23 September 2022  
SUBJ: Access to Reproductive Health Care for All Benefited Purdue Employees

**Access to Reproductive Health Care for All Benefited Purdue Employees**

WHEREAS the Constitution of the Faculty of Purdue University Fort Wayne grants powers and responsibility to Voting Faculty through its governing body of the Senate; and,

WHEREAS Voting Faculty collectively possess powers to make recommendations concerning the determination and management of the budget; and,

WHEREAS Voting Faculty collectively possess powers to present its views concerning any matter pertaining to the conduct and welfare of PFW to the President and Board of Trustees of Purdue University; and,

WHEREAS on 22 September 2022 an Indiana justice blocked the state's near-total abortion ban from enforcement; and,

WHEREAS Senate passed Senate Document SD 22-1 Endorsement of Revision to Rachel Barney's Anti-Authoritarian Code of Conduct, which added language to a pledge individuals can choose to take not to aid in the arrest or prosecution of anyone seeking reproductive healthcare or anyone assisting someone seeking reproductive healthcare including abortions; and,

WHEREAS Purdue health benefits currently cover reproductive surgery including non-elective therapeutic abortions;

BE IT RESOLVED that the Fort Wayne Senate calls upon the Purdue University Human Resources Executive Team to maintain or exceed its current standard of care for current and future access by Purdue employees to reproductive healthcare including non-elective therapeutic abortions; and,

BE IT FURTHER RESOLVED, that this standard of coverage includes reimbursement for any medically necessary travel expenses in or out of state to access and to receive this care; and,

BE IT FURTHER RESOLVED, that the Fort Wayne Senate calls upon Purdue University to pledge to uphold and defend the rights of anyone seeking, providing, or advocating on

behalf of lawful access to reproductive care, and that this pledge includes a commitment to represent Purdue employees at Purdue's expense against any lawsuits or criminal prosecutions resulting from their legal access to reproductive care and benefited coverage; and,

BE IT FURTHER RESOLVED, that the Fort Wayne Chancellor Ronald Elsenbaumer communicate to the Purdue Board of Trustees that this resolution is the will of the Fort Wayne Senate.

**Approved**

J. Johns  
A. Livschiz  
A. Nasr  
H. Strevel  
D. Tembras  
N. Younis

**Opposed**

**Abstention**

**Absent**

B. Buldt

**Non-Voting**

C. Ortsey

MEMORANDUM OF RESOLUTION

TO: Fort Wayne Senate

FROM: A. Nasr, Chair  
Executive Committee

DATE: October 3, 2022

SUBJ: Review of Sabbatical Application Rubric Developed by PDS for 2022-2023

Whereas, due to irregularities with the way that sabbatical applications were reviewed during the 2021-2022 academic year, Senate EC asked Senate FAC to review the process and make recommendations for improvement (SD 21-15);

Whereas, Senate FAC made recommendations to improve the process (SD 21-39) and that document was unanimously approved by Senate at the April 2022 meeting;

Whereas, it was the hope of the Senate EC that the review process itself and the guidance from FAC would help PDS develop a fair rubric to evaluate sabbatical applications, given the important role that sabbaticals play in the professional life of faculty, especially faculty with additional responsibilities that make it difficult for them to consistently dedicate time for research;

Whereas, PDS came up with a rubric and announced it on September 20<sup>th</sup>, while deadline for sabbatical applications to PDS was set for October 7, with earlier deadlines set by departments to ensure that the applications were able to be reviewed by department committees, chairs, and deans;

Whereas, the rubric PDS came up with demonstrates either carelessness or deliberate attempt to violate the spirit and letter of SD 21-39;

Whereas, for example, the rubric includes the following section:

*Evidence of “Scholarly Productivity in Recent Years”*

*Senate Document SD 06-14 states: “A sabbatical leave is not a leave which a faculty member automatically earns by having been employed for a given period of time. Rather, it is an investment by the University in the expectation that the sabbatical leave will significantly enhance the faculty member’s capacity to contribute to the objectives of the University. For this reason, all periods of sabbatical leave count as full-time service to the University and will be approved only if there is adequate reason to believe that they will achieve this purpose. Candidates should know that the way this belief is evaluated will be based on the presentation (via narrative, CV, and/or department support letters) of a candidate’s scholarly productivity in recent years.”*

Whereas, the rubric ends its long quotation before the sentence in 21-39 that quite significantly alters the meaning and emphasis of this paragraph, namely “If a candidate has devoted considerable time to service, teaching-related work, or other activity at the expense of research productivity, they should plan to explain this.”

BE IT RESOLVED, that PDS goes back and reviews its rubric, revising it again to align with both the letter and spirit of SD 21-39;

BE IT FURTHER RESOLVED, that PDS takes particular care in making sure they properly quote and cite sentences and paragraphs from relevant Senate documents, governing the sabbatical review process;

BE IT FURTHER RESOLVED, that PDS reports the results of its recommendations to Senate EC (including information on total number of applications, total number of positive and negative recommendations; and confirmation that anyone who may receive a negative recommendation from PDS received detailed and timely feedback on their application by January 2023.

**Approved**

J. Johns  
A. Livschiz  
A. Nasr  
H. Strevel  
D. Tembras  
N. Younis

**Opposed**

B. Buldt

**Abstention**

**Absent**

**Non-Voting**

C. Ortsey



Senate Reference No. 22-6

To: The Fort Wayne Senate  
From: A. Nasr, Chair of the Senate Executive Committee  
Date: September 23, 2022  
Subj: Response to Senate Document SD 21-35

Please see below for the Response to Senate Document SD 21-35.

# PURDUE UNIVERSITY. FORT WAYNE

## MEMORANDUM

TO: Assem Nasr  
Chair, Faculty Senate Executive Committee

FROM: Jerry Lewis  
Vice Chancellor for Communications and Marketing

SUBJECT: Response to Senate Document SD 21-35

DATE: September 21, 2022

Purdue Fort Wayne is grateful for the contributions of faculty and staff who have served the university and, of course, is cognizant of the grief and mourning that are part of the natural process following the passing of a colleague.

Unfortunately, it is neither feasible, manageable, nor possible for the university to track, verify, and publish at the central level notification of the deaths of current or retired employees.

The Office of Human Resources is prohibited from releasing confidential personnel information that is derived from employment records such as benefits and/or family beneficiary contacts, which would be the only way to definitively verify that employees are deceased. There is no other central mechanism for developing a methodology for accurately and comprehensively verifying deaths.

Academic units and administrative units may, however, share obituaries informally among interested parties. It's a good practice to have the permission of the deceased's family.

Purdue University previously published faculty and staff death notifications for the West Lafayette campus but discontinued the practice, due to the time-consuming and inexact nature of the process, which required a full-time staff person.

Purdue Fort Wayne's Office of Communications and Marketing will consider publishing a death notification in the faculty and staff newsletter, *Inside PFW*, under certain conditions, which are included in its newsletter guidelines:

<https://www.pfw.edu/offices/communications-marketing/media-relations/newsletter-guidelines>

Thank you.

Senate Reference No. 22-7

To: The Fort Wayne Senate  
From: A. Nasr, Chair of the Senate Executive Committee  
Date: September 23, 2022  
Subj: Purdue University West Lafayette Absence Policy

Please see below for a document on the Purdue University West Lafayette Absence Policy. The Executive Committee will be charging the Educational Policy Committee with investigating if this policy needs integrated into PFW's academic regulations.

Friday, September 23<sup>rd</sup>, 2022

TO: Purdue University Fort Wayne's Executive Committee of the Faculty Senate

FROM: Associate Vice Chancellor for Student Wellness, Dr. Kerrie Fineran,  
Director of Student Conduct & CARE, Abby Blackmon

SUBJECT: Purdue System-Wide Student Absence Policy Implementation

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### **Introduction**

The Purdue University West Lafayette (PWL) Faculty Senate has established the following reasons for students to be granted an excused absence from class: Grief/Bereavement, Military Service, Jury Duty, Parenting Leave, and Medical Excuse. Per the Academic Regulations, these policies apply to all students currently enrolled on the Purdue University West Lafayette campus and State-Wide Purdue University locations. Policies and PWL Faculty Senate approval can be found here: <https://catalog.purdue.edu/content.php?catoid=15&navoid=18634#classes>

### **Summary**

As the Director of Student Conduct & CARE, Abby Blackmon is aware these policies have not been utilized or implemented by the current Office of Student Conduct & CARE or the former Dean of Students Office at Purdue University Fort Wayne (PFW). Currently, absence notifications are used only for COVID-related absences or hospitalization. These are used as FYIs only and do not include information about excused absences.

Within the last few years, many students have searched for information related to PFW absence policies, only to find that PFW does not allow students the same rights and opportunities for excused absences as PWL and PNW. Students often relay frustration to the Office of Student Conduct & CARE that instructors have different standards and do not enforce the same type of policies related to excused/unexcused absences. Without these policies, students must also manage class attendance with each instructor while attending to personal matters.

### **Proposal & Impact**

Therefore, the Office of Student Conduct & CARE will be implementing these policies for students to utilize beginning in Spring 2023. All processes implemented will reflect the exact policies put forth by the West Lafayette Faculty Senate and copy the procedures as implemented by the Office of the Dean of Students both at PWL and PNW.

Many PFW Faculty and Instructors may not know this over-arching policy for all Purdue campuses. While many faculty try to be fair in their syllabus policies, there are varied policies across campus. The Office of Student Conduct & CARE and the Associate Vice Chancellor for Student Wellness are aware that these policies may disturb many faculty who will be required to allow a very specific number of absences from their courses. The goal of bringing this to the Senate Executive Committee's attention is to determine how faculty should be alerted of this change and to include faculty in how this should move forward.

# **Purdue University System-Wide Absence Policies for Students**

*Purdue University West Lafayette Faculty Senate Approval: (University Senate Document 6-5, March 19, 2007; University Senate Document 10-6, March 21, 2011; University Senate Document 10-8, March 21, 2011; University Senate Document 13-4, March 24, 2014; and University Senate Document 19-14, February 17, 2020; Senate Document 21-12, February 21, 2022)*

Formal Document located: <https://catalog.purdue.edu/content.php?catoid=15&navoid=18634#classes>

## **Introduction:**

The resources of Purdue University are provided for the intellectual development of its students. Courses with defined schedules are provided to facilitate an orderly and predictable environment for learning, as well as to provide assurance of a registered student's right to access the course. Scheduled courses allow students to avoid conflicts and reflect the University's expectation that students should be present for every meeting of a class/laboratory for which they are registered. Faculty are responsible for organizing and delivering a course of instruction and for certifying student accomplishment on the basis of performance. Coursework is defined as the assessment(s) used by the instructor to determine the student's grade, as outlined in the course syllabus.

The University recognizes that the learning mission can be enhanced significantly by co-curricular experiences. Students participating in University-sponsored activities should be permitted to make up class work missed as a result of this participation. Ultimately students are responsible for all required coursework and bear full responsibility for any academic consequences that may result due to absence.

Additionally, the University recognizes that in some circumstances, absence from class is unavoidable or is necessary to fulfill a required obligation. As such, the University has established the following as reasons to be granted an excused absence from class:

- Grief/Bereavement
- Military Service
- Jury Duty
- Parenting Leave
- Medical Excuse

Procedures and remedies for granting these absences is specified in the sections below. The student bears the responsibility of informing the instructor in a timely fashion, if possible. The instructor bears the responsibility to accommodate the student either by excusing the student or allowing the student to make up work.

## **1. General Attendance Issues**

Instructors are expected to establish and clearly communicate in the course syllabus attendance policies relevant to individual courses. Course attendance policies must be consistent with University policy. It is recognized that occasionally it may be necessary for students to be absent from a scheduled course activity for personal reasons beyond their control. The University expects each student to be responsible for class-related work missed as a result of an unavoidable absence; this work may be made up at the discretion of the instructor.

Only the instructor can excuse a student from a course requirement or responsibility. When conflicts or absences can be anticipated, such as for many University sponsored activities or religious observances, the student should inform the instructor of the situation as far in advance as possible and the instructor should strive to accommodate the student. Individual course policies may state expected notification periods. Additionally, instructors must clearly and explicitly state, in their course syllabus, procedures in which assignments and assessments can be made up. For unanticipated or emergency absences where advance notification to an instructor is not possible, the student should contact the instructor as soon as possible by e-mail, phone, or by contacting the main office of the department that offers the course. When the student is unable to make direct

contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, the student or the student's representative should contact the Office of the Dean of Students. A member of the Dean of Students staff will notify the student's instructor(s) of the circumstances. The student should be aware that this intervention does not change the outcome of the instructor's decision regarding the students' academic work and performance in any given course.

## 2. Conflicts with Religious Observances

The University values a community with diverse backgrounds and traditions and recognizes that conflicts between regularly scheduled curricular activities and religious observances of some members of our community can arise. Instructors are required to cooperate with students in dealing with course work missed due to absences resulting from participation in religious observances.

Students requesting special consideration in scheduling are encouraged to make this known to instructors well in advance, minimize the length of the absence, and be flexible in arranging alternative times to complete any assignments they might miss.

## 3. University Excused Absences

The University Senate recognizes the following as types of absences that must be excused:

- Absences related to those covered under the Grief Absence Policy for Students (GAPS)
- Absences related to those covered under the Military Absence Policy for Students (MAPS)
- Absences related to those covered under Jury Duty Policy for Students
- Absences related to those covered under the Parenting Leave Policy for Students
- Absences related to those covered under the Medical Excused Absence Policy for Students (MEAPS)

These policies apply to all students currently enrolled on the Purdue University West Lafayette campus and State-Wide Purdue University locations.

## 4. Grief Absence Policy for Students (GAPS)

Students will be excused with no penalty to a student's attendance and the student will be given the opportunity to make up coursework as defined in the course syllabus for bereavement leave. This also includes being granted leave even in those incidences where a student does not travel from campus.

The following parameters are established related to the relationship to the student of the deceased loved one.

- Immediate Family: Students are eligible for up to five (5) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of a spouse, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.
- Other Relationships: Students are eligible for up to three (3) days of excused absence, over a two-week period, of the semester in which the death occurs, for the death of relatives or friends falling outside of the category of immediate family.

In unique circumstances, a bereaved student should petition for extended grief absence through the Office of the Dean of Students (ODOS) by meeting individually with an ODOS staff member for case evaluation.

In addition, students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified bereavement services from West Lafayette, IN, as follows:

- Within 150 mile radius of West Lafayette - no additional excused absence days
- Between 150-300 mile radius of West Lafayette - one additional excused absence days
- Beyond 300-mile radius of West Lafayette - two additional excused absence days

- Outside the 48 contiguous United States - four additional excused absence days.

A student enrolled at other Purdue University locations shall be granted additional leave based upon the traveled distance from the State Wide location in which the student is enrolled.

A student should contact the ODOS to request that a notice of his or her leave be sent to instructors. The student will provide documentation of the death or funeral service attended to the ODOS. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments.

In cases of impending death, students should contact the instructor as soon as possible by e-mail, phone, or by contacting the main office of the department that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, the student or the student's representative should contact the Office of the Dean of Students. A member of the Dean of Students staff will notify the student's instructor(s) of the circumstances. Instructors should work to reasonably accommodate students in these unique circumstances.

### 5. Military Absence Policy for Students (MAPS)

Students will be excused, and no penalty will be applied to a student's absence for mandatory military training and be given the opportunity to make up coursework as defined in the course syllabus.

It is the responsibility of the student to inform the instructor at the beginning of the semester of the potential for mandatory military training conflicts. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

Students are eligible for up to fifteen (15) days for military-required absences per academic year with no more than ten (10) academic calendar (during the fall and spring semester) days taken consecutively, for their mandatory military training. Total absences, including travel, may not exceed 1/3 of the course meetings for any course.

Students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified military training from the Purdue campus, as follows:

- Within 150-mile radius of West Lafayette - no additional excused absence days
- Between 150-300 mile radius of West Lafayette - one additional excused absence days
- Beyond 300-mile radius of West Lafayette - two additional excused absence days
- Outside the 48 contiguous United States - four additional excused absence days

A student enrolled at other Purdue University locations shall be granted additional leave based upon the traveled distance from the State Wide location in which the student is enrolled.

A student should contact the Office of the Dean of Students (ODOS) to request that a notice of the leave be sent to instructors when informed of the dates of mandatory military training. The student will provide documentation of the mandatory military training in the form of orders or equivalent documents as proof of legitimate absence to the ODOS as soon as these documents are available. If necessary, the ODOS may consult with the Veterans Success Center about the nature of the documentation. When documentation is presented to the Office of the Dean of Students, a verified absence notification will be sent to the student's instructors.

The student may provide verbal information about the leave to the ODOS and an unverified preliminary (non-MAPS) notice will be sent to instructors for planning purposes only. MAPS will be applicable only when the student has returned to the ODOS with substantiating documentation and ODOS has sent a verified absence notification to the instructors.

With a verified absence notification from the ODOS, no penalty will be applied to a student's absence for mandatory military training and the student will be given the opportunity to make up course work as defined in the course syllabus.

Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, ODOS, or the Veterans Success Center to review and consult on his or her situation.

In certain laboratory-based or intensive short-term courses, a student can jeopardize his/her academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.

#### 6. Jury Duty Absence Policy For Students

Students will be excused, and no penalty will be applied to a student's absence for Jury Duty and given the opportunity to make up course work as defined in the syllabus in the event that a student is summoned to serve as a potential juror and/or who have been empaneled as a juror in a criminal and/or civil trial. It is the responsibility of the student to inform the instructor at the earliest possible opportunity of the potential for jury duty conflicts. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

Students are eligible for up to ten (10) days for jury duty required absences per academic semester. Total absences, including travel, may not exceed 1/3 of the total course meetings for any course.

Students may be granted additional absences to account for travel considerations, to be determined by the distance of the jury duty from the Purdue University campus as follows:

- Within 150-mile radius of West Lafayette - no additional excused absence days
- Between 150-300 mile radius of West Lafayette - one additional excused absence days
- Beyond 300-mile radius of West Lafayette - two additional excused absence days
- Outside the 48 contiguous United States - four additional excused absence days

A student enrolled at other Purdue University locations shall be granted additional leave based upon the traveled distance from the State Wide location in which the student is enrolled.

A student should contact the Office of the Dean of Students (ODOS) to request that a notice of the leave be sent to instructors as soon as the student is aware of the dates of the summoned jury duty. The student will provide documentation of the jury duty in the form of a court summons.

With a verified absence notification from the ODOS, the instructor will not penalize the student for missing class and will provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments.

Unique jury duty situations (sequestered, empaneled as a Grand Jury member, etc.) should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, or ODOS, to review and consult on the student's situation.

In certain laboratory-based or intensive short-term courses, a student may jeopardize their academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses with



extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.

### 7. Parenting Leave Policy for Students

Students who are pregnant, have recently given birth, or need a leave of absence to care for a newborn, adopted, legal guardian, or foster care, may petition for a leave of absence through the Office of Institutional Equity (OIE) by meeting individually with an OIE staff member. The student will be expected to provide documentation related to the petition for leave. If approved, the student will be excused, and no penalty will be applied to a student's absence and given the opportunity to make up course work as defined in the syllabus. The student will be excused from classes. The University will approve all absences due to pregnancy or childbirth for as long as a student's medical provider states that it is medically necessary, and may approve other absences as appropriate.

The University will provide students who are pregnant or have recently given birth with the same special services it provides to students with temporary medical conditions.

The instructor will not penalize the student for missing class during an approved absence and will provide opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments and assessments.

### 8. Medically Excused Absence Policy for Students (MEAPS)

*(Senate Document 21-12, revised for February 21, 2022)*

Students will be excused, and no penalty will be applied to a student's absence for situations involving hospitalization, emergency department or urgent care visit and be given the opportunity to make up coursework as defined in the course syllabus. Students experiencing hospitalization, emergency department or urgent care visits can provide documentation to ODOS who will then assess the student's request for a Medical Excused Absence, and issue notification of the start and end of the absence to the student's instructors. The student should then follow up with the instructor to seek arrangements as per the policy.

Students are eligible for up to fifteen (15) days for medically-excused absences per academic year with no more than ten (10) academic calendar (during the fall and spring semester) days taken consecutively, for the Medical Excused Absence Policy. Total absences, including travel, may not exceed 1/3 of the course meetings for any course. A student can contact the Office of the Dean of Students (ODOS) to request that a notice of the leave be sent to instructors when a situation involving hospitalization, emergency department or urgent care visit emerges. The student can then provide documentation of hospitalization, emergency department or urgent care visit as proof of legitimate absence to the ODOS as soon as these documents are available.

When documentation is presented to the Office of the Dean of Students, a verified absence notification will be sent to the student's instructors. With a verified absence notification from the ODOS, no penalty will be applied to a student's absence for reasons of hospitalization, emergency department or urgent care visit and the student will be given the opportunity to make up course work as defined in the course syllabus. Unique or variant exceptions should be dealt with in a negotiated manner between the student and professor, which may include involving the Department Head, Dean of the school or college, or ODOS, to review and consult on his or her situation.

In certain laboratory-based or intensive short-term courses, a student can jeopardize his/her academic status with an unreasonable number of absences, particularly in lab courses that cannot be made up later. In courses

with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence.

Students with long-term or chronic medical needs are strongly encouraged to work with the Disability Resource Center to arrange for needed accommodations.

## 9. Procedures

The instructor will not penalize the student for missing class during an approved absence and will provide opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments and assessments.

Students requesting excused absences or leaves under the above policies should expect that absences from heavier course loads or those in certain laboratory-based or intensive short-term courses will have a greater impact on a student than those with a lighter course load. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, make up coursework may not be possible as determined by the instructor and subject to review by the Dean of the school or college offering the course, or their designee. In such a case the student may be eligible for retroactive withdrawal. The student is advised to always consult with the instructor to determine the potential impact of any absence.

Students who have received an approved leave of absence will be permitted to return to the same academic and extracurricular status as before the absences began. Additionally, students who have had an approved leave of absence will maintain their fellowship and scholarship status for all Purdue University-administered fellowships and scholarships.

Students who believe that they have not been provided an excused absence(s) or the opportunity to complete make up work are encouraged to attempt to resolve the matter informally with the instructor, and department head and Dean of the College or School that the course is offered. Additionally, the ODOS, or the OIE in cases involving the Parenting Leave policy, may be consulted by the student for further review of their case. In a case where grades are negatively affected, the student may follow the established grade appeals process.

## 10. Conclusion

The University expects that students will attend classes for which they are registered. At times, however, either anticipated or unanticipated absences can occur. The student bears the responsibility of informing the instructor in a timely fashion, when possible. The instructor bears the responsibility of trying to accommodate the student either by excusing the student or allowing the student to make up work, when possible. The University expects both students and their instructors to approach problems with class attendance in a manner that is reasonable.