



# CFDE WEBINAR

---

**October 27, 2021**

**Valerie Molyneaux**

**Oxford College of Emory University**

# SAMPLE ABSENCE POLICIES

## Factors

1. Deduction from final grade for all absences
2. Deduction from final grade after an allowed number of absences; no option for more excused absences
3. No deduction
4. Acknowledgement that experience will be different due to absence
5. Reference to quarantine
6. Reference to illness
7. Attendance is at student's discretion; some exam questions will come from student presentation days

## Student action steps

1. Do email professor-- in advance
2. Do not email professor
3. Have a medical note
4. Have an academic office note
5. Have both notes
6. Stay up-to-date on Canvas with provided class notes/ recordings
7. Stay up-to-date by asking peers
8. Stay up-to-date by asking professor
9. Request one free absence with a form

# SAMPLE MISSED ASSIGNMENT POLICIES

## Factors

1. No possibility for make-ups
2. No possibility for make-ups, except if student asks in advance
3. No make-ups; percentage from missed exam is added to final
4. Make-ups, but they are harder unless taken before rest of class
5. Make-ups, but with automatic initial grade reduction
6. Extensions, but only if student asks in advance
7. Extensions, but not for peer-response assignments

## Student action steps

1. Do email professor in advance
2. Do not email professor
3. Contact the professor through comment function on Canvas except for major emergencies, then use email
4. Be excused with a medical or academic office note
5. Get an extension with a form

# SUGGESTIONS

- Policies ideally strike a balance among health, learning, classroom management, compassion, and practical considerations.
- When possible, synchronize your course policies with your communication style and the characteristics of your class.
  - Faculty who regularly respond quickly and thoroughly to student messages may be better suited to permission and negotiation-style systems.
- Ask yourself, “Would my neighbor/ child/ grandparent know what steps to take, and what the outcomes might be?”
- Routine class recording and class note posting may relieve pressure.

# MORE SUGGESTIONS

- Courses with large enrollments or multiple sections may benefit from standard policies and some automation.
  - This may also be true for gateway courses or those experienced by students as notoriously hard or important.
- Courses with multiple quizzes/ exams may benefit from dropped lowest grade options, or points shifted to other grade elements.
  - Consider ways for students to assess their knowledge on missed assignments, especially in cases of cumulative final exams.
- Courses with projects/papers may benefit from extensions or time banks.
- Consider differentiated policies for major assessments vs. smaller ones.