

FRANKLIN PIERCE ATTENDANCE CONFLICT GUIDELINES

Franklin Pierce recognizes the fact that as an institution we sometimes require students to be at two different places at the same time. There are times when the requirements of different courses conflict. Further, the institution believes that some reasons for missing class have the potential to enrich the student's over all education and experience. Many of our students engage in institutionally sanctioned activities related to or required by their academic work – including but not limited to honor society events, academic competitions, artistic performances, public forums, or required attendance at guest lectures.

While fulfilling academic requirements is of primary importance for all of our students, the institution expects students to meet their other obligations as well. As a NCAA Division II school, this institution requires athletes who have committed themselves to a particular sport to fulfill their commitments to both the classroom and the team. Some of these students are on athletic scholarship and must meet their athletic obligations in order to remain on scholarship, which, for some of them, is a necessary condition for remaining at Franklin Pierce.

With this in mind, Franklin Pierce asks activity coordinators, students, and faculty to abide by the following guidelines.

Responsibilities of Institutionally-Sanctioned Curricular and Extra-Curricular Activity Coordinators (e.g., coaches, faculty sponsors of competitive teams and honor societies, and faculty coordinators of courses that utilize off-campus or irregularly scheduled events)

- To emphasize to students that their primary responsibility is to their education, and that curricular activity scheduled outside of normal class time takes precedence over a regularly scheduled practice or other extra-curricular activity.
- To make clear to students engaging in the activity that they are not excused from the required work of the class period being missed, and that it is the student's responsibility to inform the instructor(s) in question about their participation in the event and to find out about possible opportunities to make up for the material and work missed.
- To schedule the activity's regular events (e.g., practice and meeting times) at times that minimize conflict with normal class schedules.
- Whenever possible, to plan irregular events well in advance and at times not normally associated with midterms and finals.
- To make clear to students what does and what does not constitute an appropriate occasion for asking for an accommodation.

Responsibilities of Students Engaging in Institutionally-Sanctioned Curricular and Extra-Curricular Activities

- To be aware of the schedule of extra-curricular commitments, the impact such commitments have on their academic schedule, and to construct their semester course schedule to minimize conflicts.
- To read course syllabi at the beginning of the semester in order to understand the instructor's attendance policy and to identify any potential scheduling conflicts; and to take appropriate action (e.g., through Add/Drop) to minimize conflicts.

- To understand that missing a class does not excuse the student from covering the material and completing the work assigned in that class.
- To inform their instructors and activity coordinators as soon as possible of any pending conflicts and to ask if the student can make up the work that is going to be missed.
- To understand that students are ultimately responsible for managing conflicts, for trying to minimize them, for seeking accommodations when appropriate, and for choosing what activity to participate in when a conflict cannot be avoided.

Responsibilities of Faculty of Students Engaging in Institutionally-Sanctioned Curricular and Extra-Curricular Activities

- To make attendance policies clear at the beginning of the semester. For example, faculty should make clear to students participating in institutionally-sanctioned extra-curricular activities that students should reserve any allowed absences for such participation.
- Whenever possible to allow students to make up work missed, or otherwise successfully complete course requirements, when attendance at an institutionally-sanctioned activity causes students to miss a class period and its attendant information and exercises.
- To inform students as early as possible of any required course activities scheduled outside of normal class meeting times, and to instruct students to communicate the requirement to relevant activity coordinators.