

Bradley University Contingency Class Attendance Policies

During normal operations, Bradley University's class attendance policies as stated in the Faculty Handbook are in effect. The university must have contingency plans designed to address crises related to weather, sickness, and violent threats that may occur.

If one of these threats occurs making it inadvisable for students to attend classes or practicum sites, the requirement of documentation for excused absences can be suspended for a period of time determined by the Office of the Provost and Vice President for Academic Affairs. Students are not required to obtain an absence pass from the Student Health Center during this time. If a student becomes ill, the student should inform the instructor by phone, text message, or email. Faculty will work with students to provide make-up work as appropriate to the student's situation with the goal of allowing students to complete the courses in a timely manner. Students will not be penalized for missing class due to illness, weather or violent threats. Special consideration must be given to students in pre-requisite courses, graduating students, and students with special needs.

The Office of the Provost and Vice President for Academic Affairs may temporarily relax the university requirements for assigning incomplete grades (IN) when appropriate.

In the event that the university cancels classes and/or must make-up days for course work, an approved make-up calendar will be issued by the Office of the Provost and Vice President for Academic Affairs. This calendar can utilize days in which classes were not previously scheduled: weekends, holidays, Thanksgiving and spring breaks, and the days in between semesters such as the days between finals and beginning of the next semester (for example, the breaks in late December and early January). This contingency plan also allows for the rescheduling of final exams.

All faculty are responsible for assuring the classes that they teach are available to all enrolled students. Certain events may be highly disruptive to standard instructional procedures and may require unusual efforts of faculty to manage both primary instruction and make-up work. For these types of circumstances, faculty must have contingency plans for continuing their courses. The nature of a contingency plan may vary with the type of course and instructor. Once a contingency plan is implemented, faculty must supply students and Department Chairs with a copy of the revised course syllabus.

If normal class and/or lab and practicum activities are disrupted due to illness, emergency, or crisis situations (such as H1N1 flu outbreak), the syllabus and other course plans and assignments should be modified to allow completion of the course. If this occurs, an addendum to the course syllabus and/or course assignments will replace the original materials and will be provided to the students and the Department Chair.

All Departments must have contingency plans for covering their courses in the event that faculty are unexpectedly unable to meet their courses. The nature of the contingency plan may vary with the type of course and instructor. Faculty must advise their Department Chairs of their absences and their contingency plans so that these offices can answer student questions and communicate the plans to the students. When a class is cancelled unexpectedly, the Department will communicate this to the students by phone, text message, or email.

Given the wide range of emergencies that can occur the department/college must have contingency plans for providing course work to students when instructors are incapacitated. The methods for accomplishing this will vary. Each department plan should consider a wide range of emergency situations, be approved by the appropriate dean's office and submitted to the Office of the Provost and Vice President for Academic Affairs.

The Office of the Provost and Vice President for Academic Affairs has posted information online for further assistance. Please refer to: <http://www.bradley.edu/provost/policies/> for emergency support instructions for teaching.