

Indiana University East Faculty Senate Classroom Policies

1. Attendance

Indiana University has a no-class-cut system. Illness is usually the only acceptable excuse for absence from classes. Other absences must be explained to the satisfaction of the instructor who will decide whether or not omitted work may be made up.

2. Schedule of Classes

The faculty members are expected to be available from the date of the beginning of the appointment through commencement, with the exception of the usual vacation periods. Instructors are expected to hold classes upon the basis of the regular schedule of courses. The number of class meetings and the length of each class period have been set to meet University and accrediting standards. They should not be altered without prior clearance from the division chairperson and the Executive Vice Chancellor for Academic Affairs. A break not to exceed ten minutes may be provided between each class period. In case the instructor needs to change the location or time of the class meeting, he/she should complete a Room Change Request Form.

3. First Class Meeting

It is Indiana University policy that all classes meet for the full scheduled time for the initial class period. It is expected that students will have purchased textbooks prior to that first class meeting.

4. Acceptance of a faculty appointment carries with it the responsibility of meeting every scheduled class. Occasionally, it may be necessary to miss classes because of illness or the need to be away on University business. In such cases the faculty member should:

- A. Notify the dean of school who in turn informs the Executive Vice Chancellor for Academic Affairs and arranges for a qualified replacement instructor, if possible, so that the class will not have to be cancelled. The substitute should be supplied with material for presentation to the class. Secretarial personnel and students are not to be involved in matters that should be handled by instructional staff.
- B. Notify the dean of school, who in turn informs the Executive Vice Chancellor for Academic Affairs, if some emergency requires that the class be suddenly cancelled. He/she will notify the faculty secretaries, who will call students from out-of-town. This procedure should not be used capriciously, for it is both burdensome and expensive to implement. If a class meeting must be cancelled, the class session should be made up by a special meeting if possible or by the assignment of additional academic work.
- C. Classes are not to be cancelled in order to lengthen scheduled vacations.

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