The following statement is needed to insure that a University and CoB requirement is adhered to by all faculty. The need for this policy has been affirmed unanimously by the Council of Chairs and its principle points are effective immediately. Comments are solicited here for the specific purpose of clarifying the language and surfacing any exceptions that may have been overlooked.

Policy: If students in a course are assigned work that does not require the instructor to be present during the assignment, the work is to be considered a student assignment similar to library research, homework, etc. and is not to take the place of a regular classroom session, nor is the instructor to consider it as a class session for purposes of pay, or as an opportunity to be absent and paid for that absence.

If students are required to attend as a class, a movie, conference, lecture, advisory instruction such as career counseling, a company tour or any other instructional or educational event and the instructor is present, then the session can be considered a substitute for, or as one of the class sessions for the course.

As an information item, all class sessions which take place in locations or at times different from the official class schedule should be reported to the department secretary before the fact.