

MCLA Policies for Faculty Use on Syllabi

Attendance Policy:

Students are expected to attend all their classes. They must also be aware of course requirements.

In the event of planned absences, students must notify instructors in advance. In the case of unplanned absences, students should notify their instructors as soon as possible. Students who expect to be absent from classes for at least two consecutive class periods that meet twice per week, or at least three consecutive class periods that meet three times per week, should fill out the [Excused Absence Request form](#) on the portal. Student can also contact Academic Advising & Support (advising@mcla.edu) for help notifying their instructors.

A.1 Definition of Excused Absence

Any student, who is unable, because of the reasons identified in sections A.2.1 through A.2.4 of this policy, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement on that day. The student shall be provided with an opportunity to make up such examination, study, or work requirement, which they may have missed because of such absence on any particular day, if such makeup examination or work shall not be deemed unreasonable by the faculty or the College. To take advantage of the opportunity to make up a missed examination, study, or work requirement, the student must contact their professor/faculty member to initiate this process.

When a student misses a major course assessment or assignment (including, but not limited to, lecture exams, laboratory sessions & exams, class performances, presentations, etc.) due to absence because of the reasons listed in section A.2.1 through A.2.4 of this policy, such makeup assignments may be unreasonable for the faculty member. It is within the discretion of the faculty member to determine what is deemed unreasonable in these situations.

No fees of any kind shall be charged by the College for making available to the student the opportunity to make up work resulting from an excused absence. No adverse or prejudicial effects shall result to any student because of availing themselves of the provisions of this policy.

A.2 Acceptable Excuses

Excused absences shall be granted for the following:

1. General student well-being, which may include health, mental health, disability-related absences, and/or absence resulting from other extenuating circumstances. Students must inform the faculty member of their absence and request the opportunity to make up missed work according to the excused absence definition listed in section A.1. If absences total more than the following limits, it will be up to the discretion of the faculty member to allow the absence to be excused.

- For classes meeting three times per week, a student may miss up to three class sessions during the semester.

- For classes meeting two times per week, a student may miss up to two class sessions during the semester.

- For classes meeting one time per week, a student may miss up to one class session during the semester.

-If a class meets less than once per week, it will be at the discretion of the faculty member whether the student may be granted an excused absence.

Students with documented disabilities who request additional time for absence should also contact the Disability Resources Office for help notifying their instructors. If an instructor has concerns or feels unqualified to make a judgment about a student's absence, the Dean of Academic Affairs will make a determination in consultation with student support leadership.

2. Participation as a representative of the College in a scheduled intercollegiate athletic event. It will be the responsibility of the athletic department to notify instructors of the student's participation and absence in advance of the anticipated absence.

3. Participation as a representative of the College in a scheduled intercollegiate club competition or professional/academic conferences, travel courses, or field trips scheduled as part of a course. The club must be a recognized campus club. It will be the responsibility of the club advisor or the sponsoring academic/administrative department to notify the student's instructors of the student's participation and absence in advance of such absence.

4. Any student of the College who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement shall be granted an excused absence, and shall be provided with an opportunity to make up missed work, provided that it shall not create an unreasonable burden upon the College. This requirement comes from the Commonwealth of Massachusetts General Law Chapter 151C, Section 2B which states: "Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section."

B. Student Appeals

If a student believes their grade has been incorrectly penalized as a result of an absence, they may pursue an appeal through the college's existing undergraduate grade appeal policy.

Students with Disabilities:

Students with disabilities who wish to access accommodations are advised to contact the Office of Disability Resources at 413-662-5314 or visit the office in Mark Hopkins Hall room 102. The Office of Disability Resources will work individually with students to determine accommodations that are reasonable for them. Based on a student's documentation, an accommodation plan is developed to facilitate equal access. It is the responsibility of the student to deliver and discuss the accommodation plan with their professor.

Faculty should use one of the three following statements on disabilities resources and services on their syllabi.

1. Any student who believes he/she/they may need an accommodation based on the impact

of a documented disability may be eligible for accommodations that provide equal access to educational programs at MCLA. Students are advised to contact the Office of Disability Resources at 413-662-5314 or visit the office in Mark Hopkins Hall room 102 to schedule an appointment. In compliance with the Americans with Disabilities Act (ADA), the Disability Resources Office will work with students to coordinate reasonable accommodations. Students who wish to request accommodations should do so as soon as possible. Once accommodations have been determined, the student will provide a copy of their accommodation plan to each individual instructor. Students must fulfill all course requirements in order to receive passing grades in their classes, with or without reasonable accommodations. Please note that accommodations cannot be granted retroactively.

2. Students with disabilities who wish to access accommodations are advised to contact the Office of Disability Resources at 413-662-5314 or stop by the office in Mark Hopkins Hall room 102 to schedule an appointment. The Office of Disability Resources will work individually with students to determine accommodations that are reasonable for them. Based on the students' documentation, an accommodation plan is developed to facilitate equal access. It is the responsibility of the student to deliver and discuss their accommodation plan with their professor.
3. Any student who feels they may need an accommodation based on the impact of a documented disability should contact the Office of Disability Resources at 413-662-5314 or stop by the office in Mark Hopkins Hall room 102 to discuss your specific needs.

For more information visit:

www.mcla.edu/student-services/disability-resources

Academic Honesty

A college is a community of students and faculty interested in the search for knowledge and understanding. Essential to that search is a commitment to honesty and integrity. Honesty on the part of every college student has and always shall be an integral part of the plan of higher education at Massachusetts College of Liberal Arts. Acts of dishonesty conflict with the work and purpose of the entire College and are not merely a private matter between student and instructor.

Violations of academic honesty include but are not limited to:

- Submitting the work of others as one's own
- Plagiarism (as defined below)
- Communication during an examination
- Using crib notes in an exam, except as allowed by the instructor
- Obtaining prior knowledge of examination questions
- Substitution of another student in an examination
- Altering College academic records
- Knowingly using false statements for academic benefit
- Collaborating on material after being directed not to collaborate
- Forging a signature of a College official or faculty member
- Soliciting an official signature under false pretense

Plagiarism - The academic departments of the College have varying requirements for reporting the use of sources, but certain fundamental principles for the acknowledgment of sources apply to all fields and levels of work. The use of source materials of any kind and the preparation of essays or laboratory reports must be fully and properly acknowledged. In papers or laboratory reports,

students are expected to acknowledge any expression or idea that is not their own. Students submitting papers are implying that the form and content of the essays or reports, in whole and in part, represent their own work, except where clear and specific reference is made to other sources. Even if there is no conscious intention to deceive, the failure to make appropriate acknowledgment may constitute plagiarism. Any quotation - even of a phrase - must be placed in quotation marks and the precise source stated in a note or in the text; any material that is paraphrased or summarized and any ideas that are borrowed must be specifically acknowledged. A thorough reordering or rearrangement of an author's text does not release the student from these responsibilities. All sources that have been consulted in the preparation of the essay or report should be listed in the bibliography.

Upon an occurrence of alleged academic dishonesty instructors may exercise their discretion in imposing a sanction. Instructors may further file charges with the Academic Appeals Committee against students if they believe that additional sanctions would be appropriate. Instructors shall notify the Registrar in writing of any occurrence of academic dishonesty whenever they have imposed sanctions. Such notification shall include the student's name, course title, date of occurrence, type of dishonesty, sanction(s) being imposed, and any further action requested. This notification shall be affected within fourteen days after discovery of the incident. A copy of said notice shall be sent to the student involved, including the charges made against the student and the grounds, if proven, that would justify failure or other academic sanction. If the student involved wishes to appeal the sanction imposed by the instructor, the student must initiate an appeal within two weeks after receipt of this notification. The Academic Appeals Committee shall consider as a basis for a hearing that: a) the student claims not to have been academically dishonest; b) the student claims the instructor imposed an inappropriate sanction; c) the nature of the offense merits further action. In academic dishonesty cases the Committee may receive requests for hearings from students, from individual faculty and staff members, and from the Registrar. The Academic Appeals Committee reserves the right not to hear any appeal in any case where data is not sufficient, the necessary steps have not been followed, and when the committee jurisdiction is not clear.

Further information regarding instructor and student rights and responsibilities and appropriate procedures to be followed in applying this policy may be obtained from the Office of the Academic Affairs or the Registrar.

Media Recording

A college is a community of students and faculty interested in the search for knowledge and understanding. Essential to that search is a commitment to honesty and integrity. A component of this is the distribution of materials and technology used in MCLA courses. Sharing materials (documents, video and audio files, online materials, etc.) without the written consent of the course instructor is a violation of academic honesty. Violations will be reported to the Registrar, and appropriate sanctions will be applied.

Faculty may also ask students to review and agree to the following term of use:

I understand that my access to video and audio recordings in this class is for my personal educational use only. Class lectures, as presented, are the intellectual property of the instructor; comments made by other persons are their own intellectual property. I agree that I will not share or transfer recordings of such content by any method currently available or any method that may become available in the future. I agree that I will not provide copies of such recordings to others; upload, link, embed, or otherwise post them via file-sharing, social media, or other sites or services; enable anyone to view or hear them who is not currently enrolled in the course; or share them in any other way.

Statement on Student Consent for being Recorded

This class may use video or audio recordings of instructor and students, both online and in person, to better support student learning. Such recordings are for personal educational use only. Recordings which include student names, voices, or likenesses are educational records protected under FERPA, and must be available only to individuals currently enrolled in the class, unless permission is expressly granted otherwise. Recordings of Microsoft Teams video meetings are automatically access-controlled to participants only when posted in Stream.

The instructor will always inform you when course activity is being recorded. By accepting this policy, you give your consent to be recorded in this class. You may withdraw your consent to be recorded by informing your instructor in writing.

Additional policies may be found at:

mcla.edu/administration/policies-and-procedures

Policies with approval dates and text (focused on curriculum) can be found by clicking on the “Connect” button at the top of the MCLA Portal Page, then “Approved Courses and Policies” at the left of the SharePoint page, then clicking on [Undergraduate Policies](#).

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