

Duke University

Durham
North Carolina
27708

Date: August 20, 2008

To: Faculty in:
Arts and Sciences
Pratt School of Engineering
Nicholas School of the Environment

From: Lee D. Baker, Dean of Academic Affairs of Trinity College
Jeff Glass, Senior Associate Dean, Pratt School of Engineering
William L. Chameides, Dean, Nicholas School of the Environment and Earth Sciences

Re: 1) Short-Term Illness Notification Procedure
2) Dean's Excuses
3) Student Athletes' Travel Schedules / Notification of Varsity Athletic Participation

In October 2003 the Arts and Sciences Council and the Engineering Faculty Council established a Short-Term Illness Notification Procedure that eliminated "Dean's Excuses" for short-term illness. Dean's Excuses for other categories that were covered by Dean's Excuses in the past, i.e., long-term illness, official representation of the University, and "extraordinary personal reasons known to the dean", remain unchanged.

1) Short-Term Illness Notification Procedure

A web-based Short-Term Illness Notification Form is now to be used by students to contact their instructors when illness prevents them from completing graded work. The form is not to be used for class attendance; like the previous dean's excuses, it is to be used for missed graded work only. Nor is it to be used for final exams. The web-based form is disabled during exam period. If a student misses a final exam in your course, please follow the policy with regard to absence from a final exam.¹ If a student approaches you about missing a final exam, please refer him/her to his/her academic dean.²

¹ See <http://www.aas.duke.edu/trinity/t-regs/xgrades.html>

² For a list of academic deans by major, please see <http://www.aas.duke.edu/trinity/t-regs/deanmajor.html>.

If, due to short-term illness, a student in your course is unable to complete a graded assignment or take a test or quiz, he/she is to complete the web-based form that generates an E-mail to you as the instructor. A copy is also sent to an E-mail mailbox that can be accessed by the academic deans. Students and instructors are to meet prior to the next class period or at the first available opportunity after the student returns to class to make arrangements for accommodation according to class policy. The web-based form requires the student to state that he/she is adhering to The Duke Community Standard that replaced the Honor Code. Instructors should contact the student's academic dean if there is any concern that suggests a lack of responsibility on the part of the student. If there is any reason to believe that a student has violated the Community Standard, the alleged violation should be reported to the Associate Dean of Judicial Affairs.³ Likewise, if a student's attendance is poor and/or he/she is not doing assigned work, the instructor should contact the student's academic dean.

2) Dean's Excuses for long-term illness or other circumstances beyond the student's control

The academic deans will continue to work with faculty and instructors when a student encounters circumstances that require joint planning by the student, instructors, dean, and, if needed, health care professionals. Examples of such circumstances include long-term illness or injury, serious illness of a parent or death in the immediate family, mental health issues, etc. If a student is dealing with such issues, you can expect to be contacted by the student's academic dean; the communication may be in the form of a Dean's Excuse. It is the responsibility of the student to inform the academic dean when such circumstances arise.

If a class assignment is due or an exam is scheduled at a time when the student is representing the University out of town, the student's dean can issue a Dean's Excuse if the student provides to the academic dean appropriate documentation from an official of the organization the student is representing. It is the student's responsibility to insure that such documentation is available to the academic dean.

It is important to note that the Short-Term Illness Notification and Dean's Excuses do not exempt a student from doing the graded work. They merely enable the student to be accommodated through the policy set by the course instructor.

3) Student Athletes' Travel Schedules

To facilitate communication between faculty and student athletes about travel schedules, we have joined with Brad Berndt, Associate Athletic Director, in preparing a letter (see attached) that student athletes are encouraged to present to faculty at the beginning of each semester. It is important to note that this letter does not replace a Dean's Excuse. The student will still need to make-up missed work or exams due to absence while representing the University off campus. We hope that this effort to facilitate communication will be beneficial to both instructors and student athletes. We welcome your comments and suggestions.

³ Please see http://deanofstudents.studentaffairs.duke.edu/our_staff/index.html



DUKE UNIVERSITY DEPARTMENT OF ATHLETICS

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August 20, 2008

Dear Faculty Member,

In an effort to minimize the impact of student-athletic travel requirements on missed class time, we have developed this letter to facilitate communication and planning.

_____ is a member of a varsity athletic team and may be required to miss some class time while representing the university at off-campus athletic competitions. Each student-athlete has been encouraged to bring this letter, with an attached *fall semester travel schedule*, to you during the first week of classes. This will give you an opportunity to inform the student of your expectations for the semester and express any concerns about the class days being missed.

It is important to understand that this letter and the attached travel schedule do NOT constitute a Dean's Excuse or a permission note for future absences, but simply a vehicle to improve communication between traveling student-athletes and their faculty members.

The responsibility for class attendance AND notification of faculty members PRIOR to the travel date rests with each individual student-athlete. The student-athlete accomplishes this by completing an online "Notification of Varsity Athletic Participation (NOVAP)" form in a timely fashion before each absence due to varsity athletic participation.¹ If you have specific questions or concerns about absences contact the student's athletic academic coordinator. If you have any questions or concerns about academic issues, please contact the student's academic dean:

_____ phone _____ email _____
athletic academic coordinator

_____ phone _____ email _____
academic dean

Sincerely,

Brad Berndt
Associate Athletics Director

Lee D. Baker
Dean of Academic Affairs
of Trinity College

¹ <http://t-reqs.trinity.duke.edu/illness/novap.html>