



---

The University of Georgia

---

101 Franklin House  
Athens, Georgia 30602-1698

Office of the Vice President for Instruction

(706) 542-4336  
FAX (706) 542-0544

February 18, 2009

Dr. Bruce Hollett, Chair  
University Council  
College of Veterinary Medicine  
227 Veterinary Medicine  
CAMPUS MAIL

Dear Dr. Hollett,

On February 16, 2009, the Educational Affairs Committee voted to forward the attached revisions to *Academic Affairs Policy 4.06 - Class Attendance* and *Academic Affairs Policy 4.07-2 – Policy on Mandatory Assignments, Tests, and Quizzes During Reading Days and the Final Instructional Day of a Course* to the Executive Committee of University Council for consideration and placement on the March 19, 2009 University Council agenda.

If you have questions concerning these items, please feel free to call (706) 542-3161 or contact me by email at [susieq@uga.edu](mailto:susieq@uga.edu).

Sincerely,

Susan C. Quinlan, Chair  
Educational Affairs Committee

SCQ/dcb

Attachment

C: Ms. Rebecca Macon, Registrar

Discussion: Additional information for handling student absences for voting day and jury duty.

**Academic Affairs Policy Manual**  
**Section: 4.06 Class Attendance**  
**4.06-3 Voting on Election Day**

**Current Policy**

Department/unit heads should:

Notify students to obtain absentee ballots if they vote elsewhere.

Notify faculty and students that classes will not be canceled and those who are registered nearby should plan to vote before, between, or after classes.

Notify students that if unavoidable circumstances intervene, no students shall be penalized for missing a class in order to exercise their right to vote.

Source: Vice President for Academic Affairs, 9/21/82

**Proposed Policy**

**Academic Affairs Policy Manual**  
**Section: 4.06 Class Attendance**  
**4.06-3 Voting and Jury Duty**

The University recognizes the importance of civic duty, especially voting and jury duty.

Classes are not canceled on election day(s). Students who are registered to vote in close proximity to campus should vote before, between, or after classes. Students who are registered elsewhere should obtain absentee ballots. If unavoidable circumstances intervene, students shall not be penalized for missing a class in order to exercise their right to vote.

Faculty members must provide students with reasonable accommodations for making up graded work missed while on jury duty.