

Poll Worker Excused Absence Policy

In order to foster student engagement and participation in the civic sphere, Cleveland State University has encouraged students to serve as poll workers and in polling support positions for the last several national and statewide elections. The Faculty Senate of Cleveland State University has adopted a policy pertaining to student absences arising because of such service on an *ad hoc* basis for each of these elections. The Admissions and Standards Committee recommends that the policy described below be made permanent and placed in the Student Handbook and other places recommended by the Faculty Senate.

I. CSU faculty members are required to

a. excuse all students from class attendance and from any assignments, quizzes, and other coursework otherwise due during the period beginning at 6:00 p.m. on the evening before any statewide election and ending at 12:00 midnight on election day who **(i)** serve in any of the official poll worker and polling support positions, including the Center for Election Integrity official observer or monitor positions (which can include, for example, polling place translators and technical support workers with respect to the voting machines), and **(ii)** satisfy their notification obligations described in paragraph II, below; and

b. allow such students to make up any assignments, quizzes, and other coursework otherwise due during this period, as described in paragraph II, below.

II. Any CSU student who desires to exercise the excused poll worker service option must

a. have officially applied and been selected to serve;

b. be scheduled for training that will be completed at least two days prior to the election;

c. inform the faculty members whose classes are affected in writing (electronically or in whatever manner the particular faculty member requests) no later than the second Friday before the election;

d. arrange with each affected faculty member to make up any coursework or quizzes that were missed due to the absence; and

e. provide official documentation to each affected faculty member at a later appropriate point that confirms the student's service as a poll worker or in a polling support position.

At all times, the responsibility for making up coursework rests with the student.

April 16, 2008