



RU Policy No. 0.16

Responsible Division: Office of Academic Affairs

Last Revised: 08/2018

Revised Effective Date: 08/2018

Jury Duty Policy (for Students)

Policy Statement

Roosevelt University supports a student's civic and legal responsibilities if called to serve on a jury while enrolled at the University. To that end, this Policy addresses a student's right and obligation to notify a faculty member of their need for leave to serve on a jury.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

Policy

A student who is called to serve on a jury should consult with their instructor about the impact of their jury service on their academic progress. A faculty member will not penalize a student who has provided written verification of their jury duty assignment (*i.e.*, the summons notice or the certificate of service). A student who must miss class to fulfill their jury service must timely notify the faculty member of their jury duty assignment, and faculty must provide reasonable opportunities for such student to make up missed work and examinations. All missed work, including papers and examinations, must be made up.

A student who needs to withdraw from a course or term due to a prolonged term of service as a juror must contact their instructor and the Office of the Registrar. It is the student's obligation to initiate changes in their enrollment, in consultation with the instructor.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

None.

Revision and Implementation

The Provost and Executive Vice President for Academic Affairs shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The following shall have the authority to establish any procedures necessary to implement this Policy:

- Provost and Executive Vice President for Academic Affairs (and/or, as authorized by the EVP, the University Registrar);
- Vice President for Human Resources/Chief Human Resource Officer; and
- Vice President for Student Affairs and Dean of Students.