



POLICY STATEMENT

NO. 2 23.00

COORDINATED BY: Office of Academic Affairs

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SUBJECT: Student Class Attendance

I. PURPOSE

To set forth the responsibility of the student to attend classes and to establish the policy and procedures to be followed by the faculty and the administration in reporting and otherwise dealing with student nonattendance of classes.

II. POLICY

- A. Students are expected to give their scholastic obligations first consideration. Regular class attendance is the student's obligation, and the student is responsible for all the work of all the classes. An acceptable explanation of an absence, avoidable or unavoidable, does not in any way relieve the student from responsibility for the work of his/her course during his/her absence.
- B. Students will be graded on the basis of academic performance, not on class attendance. It is recognized, however, that in some classes the student's grade must be based wholly or in part on class participation as, for example, in physical activities classes, laboratory classes, certain seminars; and instructors must set attendance policies that are appropriate for the goals and instructional strategies of their courses. Each faculty member is expected to include in the course syllabus the provisions of the attendance policy at the beginning of each semester to assure that students know what is expected of them. Students should understand that the implementation of the attendance policy may vary among instructors and that they must comply with the instructor's requirements.
- C. Faculty are expected to check attendance in all classes and keep permanent and accurate records. These records help resolve registration errors before many days into the semester, and allow the university to certify attendance as required by the various financial aid programs.

- D. In recognition of the diversity of the student body, the University provides that a student may request an excused absence from class participation due to observance of religious holy days. Only holy days observed by a religion whose place of worship is recognized as such in the state and/or federal tax codes may be included. Students should notify the instructor in each course of the date of the anticipated absence as early in the semester as possible. In all such instances, it is the student's responsibility to request, preferably in writing, that the instructor excuse the absence and to discuss how the student can meet the course requirements.

- E. When a University-sponsored event that will cause a student to miss a class is planned, the instructor of each course to be missed must be notified, preferably in writing, prior to the trip. Such notification should be far enough in advance that the student and instructor can make the necessary arrangements for the student to make up missed work. It is common practice, as well as a common courtesy, for the organizer of the event to provide such notification.

- F. For an online or hybrid class, student attendance is measured by participation as defined by the individual course instructors.

AUTHORIZED

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5/5/2009

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APPROVED

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