

Policy on Class Attendance

(revised 10/25; approved by Academic Affairs for referral to University Senate 11/28)

Students are expected to attend all their scheduled classes. College work requires regular class attendance as well as careful preparation. Specific policies regarding class attendance are the prerogative of individual faculty members. Faculty shall inform each class in writing at the beginning of the course regarding the effect of absences on the determination of grades.

The student is expected to carry out all assigned work and to take examinations at the class period designated by the instructor. Failure to carry out these assignments or to take examinations at the designated times may result in an appropriate reduction in grade, except as provided in paragraph 4 below.

Instructors shall determine the policy regarding grading which they feel is best for the course. This policy shall be presented to the class, in writing, at the beginning of the term and will govern the actions of the instructor in the course.

Arrangement to accommodate missed graded assignments due to properly authorized excused absences shall be initiated by the student within one week from the end of the period of the excused absence. Normally, the appropriate accommodation should be a make-up exam (administered within two weeks from the time that the student initiates arrangements for it) or an extended deadline.* Instructors are encouraged to refrain from giving make-up examinations during the last three days prior to the first day of final examinations. The format of make-up exams and opportunities for students to make up work other than graded assignments is at the discretion of the instructor, but such make-up assignments should not be substantially more difficult than the original exam or assignment. Instructors' make-up policies should be stated in writing at the beginning of the term. Instructors are expected to excuse absences for:

1. Illness of the student or serious illness of a member of the student's immediate family. The instructor may request appropriate verification.
2. The death of a member of the student's immediate family. The instructor may request appropriate verification.
3. Trips for members of the student organizations sponsored by an academic unit, trips for university classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to such absences, but in no case more than one week after the absence. Instructors may request formal notification from appropriate university personnel to document the student's participation in such trips.
4. Religious holidays. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays.
5. Subpoena for court appearance.
6. Any other reason the instructor deems appropriate.

Additional Class Attendance Stipulations

If the instructor does not appear within 20 minutes after the designated class hour, it may be assumed the class is canceled.

It is university policy that all classes will meet as scheduled on the last day before and the first day after holiday periods designated by the university.

Unresolved problems regarding class attendance or procedures should be referred to the University Student Academic Grievance process.

* In-class work or discussion that contributes to a participation grade may need to be accommodated differently, such as by prorating the participation grade to prevent penalizing the student for in-class activities missed because of excused absences. In the case of some activity-based classes in which in class performance constitutes a very substantial portion of the final course grade, it may not be possible for a student who has accrued a very large number of excused absences to complete the course.