



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

Attendance

Prompt and regular class attendance is the responsibility of all students. Students should be aware that excessive absenteeism, whether excused or unexcused, may affect their ability to earn a passing grade.

In the course syllabus, every instructor is required to provide his/her policy on class attendance, missed work, and any other related matters that could affect student performance. However, individual course attendance policies must comply with the policy outlined herein (i.e., individual course policies may not supersede those outlined below). If a student is absent from class because of a University excused absence, as identified in this UAR, instructors are required to allow the student the opportunity to make up work missed in a fair and equitable manner without any reduction in the student's final grade as a direct result of such absence.

This policy does not supersede program accreditation requirements and as a result excludes all academic programs/ courses that require the completion of a certain number of clock hours, as in clinical experiences, practicum, or internships. The maximum number of absences for these courses will be determined by the program's associate dean, department chair, and/or coordinator in order for the program to maintain accreditation standards.

University excused absences are grouped into five categories : 1) University-Sponsored Activities; 2) Student/Family Illness/Death; 3) Military Obligations; 4) Jury Duty or Subpoena for Court Appearances; and 5) Major Religious Holidays.

University-Sponsored Activities

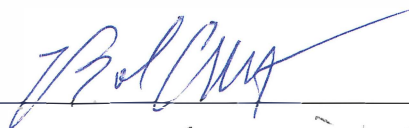
It is the responsibility of the appropriate Administrative and/or Academic Unit Director to provide faculty notification in advance of scheduled university-sponsored activities that will result in student absences. It is preferred that one week's notice be given to students and faculty; however, due to the unique nature of some activities, notification may not be possible until the last class meeting prior to the absence or until after the absence. It is the student's responsibility to provide their institutional excuse to their instructors in a timely fashion in order to receive this consideration.

Academic Activities: Requests under this category include, but are not limited to, performing arts, band, debates, seminars, honors classes, attendance/presentations at institutional, state or professional conferences and class trips. Requests for these absences are to be excused by the Academic Dean of the college within which the activity originates.

Athletics (Including Cheer & Dance): Student-Athletes, Managers, and Trainers can only be excused for three reasons: official athletic competition; practice opportunities related to travel, timing, and away gym availability; or travel to and from Official Athletic Competition as outlined by NCAA regulations. All athletic-related absences are presented by the Athletic Director or the Vice President for Student Affairs for review and input by the Intercollegiate Athletics Committee and the Provost.

In addition each coach is required to provide instructors of student-athletes, managers and trainers within the first two weeks of the semester a letter outlining the specific dates of potential travel. This initial faculty notification letter should be based on competition for the respective sport according to the published season schedule and does not serve as the one-week notification for any potential absence as outlined in the letter. The letter will also include the dates for

APPROVED BY:

VICE PRESIDENT:  DATE: 7-17-19

APPROPRIATE INSTITUTIONAL REVIEW:  DATE: 7-11-19

PRESIDENT:  DATE: 7-17-19

DESCRIPTION (CONTINUED):

DESCRIPTION (CONTINUED):