



Policy Title:	Class Attendance
Policy Number:	STUD-332
Revision Date:	October 2022
Policies Superseded:	127; ACAD-125
Policy Management Area(s):	Faculty Senate

SUMMARY:

Students are expected to attend all of their scheduled classes, as work at the university level requires regular attendance and preparation. This document establishes Coastal Carolina University's official class attendance policy. This policy supersedes all previous attendance policies, and, in the event of conflicting information, this policy shall govern.

POLICY:

I. ADMINISTRATIVE ATTENDANCE POLICIES

- A. The following policies have been established by the administration. They reflect both federal mandates and Universitywide practices that may not be amended by the Faculty Senate.
 - 1. Administratively excused absences – Coastal Carolina University realizes that there are valid circumstances under which a student may be absent from class. Professors are expected to excuse these absences, although documentation verifying the validity of the absence may be required. Students are responsible for working out any class requirements with their professors. The following are considered to be valid circumstances for student absence.
 - a. Incapacitating illness or condition – limited to the number of absences that a faculty member determines to be a balance between accommodating the illness/condition and ensuring sufficient participation in class activities.
 - b. Accommodation for a disability, working in conjunction with Accessibility and Disability Services.
 - c. Official representation of the University (excuses for official representation of the University should be obtained from the official who is supervising the activity).
 - d. Death of a close relative.
 - e. Religious holidays (A list of primary sacred times for world

religions can be found online at <http://www.interfaith-calendar.org>).

- f. Active military duty or assignment.
 - g. Official University closings.
 - h. Compliance with a subpoena.
2. Absences excused under Title IX of the Education Amendments of 1972.
- a. Please see [UNIV- 469 Pregnancy or Parenting Students](#).
- B. Syllabi Requirement – in compliance with the Southern Association of Colleges and Schools (SACS), all course syllabi must include an attendance policy that is consistent with this policy.
- C. Mandatory Absence Reporting
1. In compliance with Title IV of the Higher Education Act of 1965, Coastal Carolina University faculty will report students who never attended class to the Registrar’s Office each semester.
 2. For all online courses, attendance shall be taken as stipulated in the Distance Learning Curriculum Policies ([ACAD-128](#)).

II. INSTRUCTIONAL ATTENDANCE POLICIES

- A. The following policies have been established by the faculty, and as such, may be amended by the Faculty Senate.
1. Students’ Responsibilities – enrollment in a course obligates the student not only to prompt completion of all work assigned, but also to punctual and regular attendance, and to participation in whatever class discussion may occur. It is the student's responsibility to stay informed of all assignments, due dates, and exams. Absences, whether excused or unexcused, do not absolve the student from this responsibility.
 2. Missed Coursework – absences, excused or unexcused, do not absolve students from the responsibility of completing all assigned work promptly. Students who miss assignments, announced quizzes, or other coursework due to excused absences will be allowed to make up the work in a manner deemed appropriate by the instructor (as stated in the course syllabus). It will be the responsibility of the student to contact the instructor and to make arrangements at the convenience of the instructor. The instructor is not obligated to allow a student to make up work missed due to an unexcused absence.

3. Instructor-Excused Absences – the instructor will determine whether absences other than those defined as excused in Section I.A. above should be excused or unexcused. In the event of an impasse between the student and the instructor, the department chair and/or the dean of the college will make the final decision as to whether an absence is to be considered excused.
4. Unexcused Absence Penalties – an instructor is permitted to impose a penalty, including assigning the grade of F, for unexcused absences in excess of 25% of the regularly scheduled class meetings. An instructor may require a more stringent class attendance policy. In such cases, the instructor will make this additional attendance requirement known to his/her dean. All instructors should state their class attendance and grading policies in the course syllabus.
5. Instructors are encouraged to take attendance in all courses.

III. Attendance-Related Resources for Students

- A. Students should consult specific course syllabi for additional information about attendance policies.
- B. When a student is unable to notify faculty of an unexpected absence, the student or a representative of the student may fill out an [Attendance Notification Request](#) form.