SUMMARY:

Students are obligated to attend class regularly. Absences, excused or not, do not absolve students from the responsibility of completing all assigned work promptly.

POLICY:

I. POLICY

   A. Students are obligated to attend class regularly. Absences, excused or not, do not absolve students from the responsibility of completing all assigned work promptly. Students who miss assignments, announced quizzes, or other course work obligations due to excused absences will be allowed to make up the work in a manner deemed appropriate by the instructor. It will be the responsibility of the student to contact the instructor and 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.

   Absences will be excused for documented cases of:

   1. incapacitating illness,
   2. official representation of the University (excuses for official representation of the University should be obtained from the official supervising the activity),
   3. death of a close relative, and
   4. religious holidays. (A list of primary sacred times for world religions can be found online at [www.interfaithcalendar.org](http://www.interfaithcalendar.org).)

   The instructor will determine whether other absences from class 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 shall make the final decision as to whether an absence is to be considered excused. 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 policy in the course syllabus.

B. Religious Observance Reasonable Accommodation

Due to the observance of a religious holiday or day of religious significance that is not included on the official list of University holidays, any student who is unable to attend classes on a particular day or days or a particular time of day shall be excused from taking any examination or performing other academic work assignments on such days or times. To allow instructors ample opportunity to make a reasonable accommodation, students shall take into account the date of the announcement of the exam or work. Requesting students shall be afforded an equivalent opportunity to make up the exam or academic work that was missed due to such absences. No penalties may be imposed against students who are accommodated. Faculty shall include a brief summary of this policy on course syllabi. The arbiter of any conflicts or controversies arising from this policy, whether initiated by students or faculty, shall be the Provost or his/her designee. Appeals may be taken directly to the President.