

## CLASS ATTENDANCE POLICY

### FAM 818.9

#### **Purpose and Scope**

It is generally assumed that students are expected to attend all in-person class sessions and activities, and participate in synchronous online activities at the time at which they are scheduled. However, it may happen that a student has conflicting commitments that preclude such attendance in isolated instances, and this policy lays out the procedure to request approval to miss class, and the obligation for the student to complete make-up work.

We note that some accrediting agencies require specific attendance hours and/or procedures, and where those conflict with this policy, the accrediting body requirements supercede this policy.

#### **Policy Statement**

Commitments that will automatically be approved, after appropriate procedure is followed, for missing a class are:

1. Illness, injury to the student, or medical conditions that preclude attendance
2. Death, injury, or serious illness of an immediate family member. An immediate family member is defined as a close relative, or a person residing in the immediate household of the student.
3. Religious observance (for tests and examinations as per [California Education Code section §89320](#) and extended also to other course activities as described above)
4. University-sanctioned or -approved one-time activities (examples include but are not limited to artistic performances, participation in scholarly conferences and presentations, intercollegiate athletic activities (based on the appendix Additional Procedures for Student Athlete Missed Class Time below), student government, required class field trips, etc.)
5. Jury duty, military service, or other mandated government obligation

Students may also request to miss class for other reasons, in which case approval is at the discretion of the instructor.

#### **Procedure and Process**

Procedure regarding missing a class:

As soon as the student is reasonably expected to be aware of the need to miss a class, he or she must submit a written request to the instructor, along with documentation if required by the instructor. Requests may be rejected if they are untimely. However, late requests for missing a test or examination because the timing conflicts with a student's religious creed will be granted if rescheduling of the test or examination does not create an undue hardship (significant difficulty or expense) for the University.

2. The instructor will notify the student of one of the following, typically within two days:
  - a. Approval or disapproval to miss class
  - b. The required work to make up the class, if any, along with a deadline for submission.
3. The student will complete the required work by the deadline determined by the instructor.

As long as appropriate prior notice is given and students successfully complete the missed work, faculty shall not penalize a student for missing a class or examination for that activity.

We note that missing more than one or two classes in a term is likely to be detrimental to studies, and encourage students to consider making other arrangements if they expect to request to be absent from a significant number of classes.

Approved by the Faculty Senate on 5/28/19

Approved by the Provost on 7/25/19

Approved by the President on 7/30/19

**History**

First created: 2016 by Educational Policy and Resources Committee

Revised: April 2019 by Educational Policy and Resources Committee

Renumbered: \_\_\_\_\_ [Date] from \_\_\_\_\_ to \_\_\_\_\_

**APPENDIX I:**

**Addendum to Class Attendance Policy**

**Additional Procedures for Student Athlete Missed Class Time**

1. Student athletes shall not miss any regularly scheduled classes for any practice activities.
2. For home competition student athletes shall not miss any classes prior to two hours before the scheduled competition time.
3. For away competition with same day travel, student athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
4. For away competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition.
5. The Director of Athletics will provide to the Faculty Athletics Representative and the Academic Vice President, at least one month prior to the start of a sport's season, a listing of all competitions in that sport which will necessitate student- athletes being absent from class. This listing will include the time and date of competition, destination, departure time, travel time, and return time. The Faculty Athletics Representative or the Academic Vice President may request that modifications to the travel plans be made.
6. A summary of the listings described in item 5 will be circulated to Faculty.
7. Student athletes will continue to present individual, written notifications, provided by the Athletics Department, to their instructors at least 48 hours prior to each contest which affects their class attendance.
8. It is expected that student athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student-athlete for any tests that will be missed.
9. It is expected that faculty members will not penalize student athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
10. It is expected that coaches will not penalize student athletes for missing practices due to conflicts with regularly scheduled classes for which student- athletes are enrolled.
11. No competition will be scheduled on any day on which final examinations are scheduled unless prior approval has been received from the Academic Vice President.
12. Exceptions to the above statements for special tournaments and competitions including championship play must be approved by the Faculty Athletics Representative and the Academic Vice President.
13. Faculty who have questions about the application of these statements may contact the Faculty Athletics Representative or the Academic Affairs Committee.