

# CLASS ATTENDANCE / ABSENCE POLICY

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Students are expected to attend all classes. Consistent attendance offers the most effective opportunity for students to understand concepts, materials and expectations of those courses in which they are enrolled. Although some courses do not use attendance as a criterion for grading, there are others where in-class participation is an integral part of the course. Examples include, but are not limited to, seminars and courses that require public speaking, laboratories, language learning, group discussion, and student teaching. Frequent absences from these types of courses, whether excused or unexcused, may affect the final grade. Faculty members who use absences as a factor in grading must explain in the course syllabus what effect even an excused absence might have on the evaluation of a student's work.

It is the policy of TU to excuse absences of students for the following reasons:

- Illness or injury when the student is unable to attend class.
- Death of a family member (see the Student Bereavement Procedure on the website).
- Religious observance where the nature of the observance prevents the student from attending class.
- Participation in university activities at the request of university authorities (e.g., intercollegiate athletics, forensics teams, Dance Company, etc.).
- Compelling verifiable circumstances beyond the control of the student. Students requesting an excused absence must provide documentation to the instructor two weeks prior to the scheduled absence when known in advance or as soon as possible when not known in advance.

Absences that do not fall into any of the categories outlined in item No. 2 are unexcused. Faculty may set a limit on the number of unexcused absences.

Students who are absent from class are responsible for any missed work, assignments or assessments (e.g., quizzes, tests, papers, etc.). Faculty members are required to allow students with documented excused absences to make up missed work or assignments when this is feasible. When the nature of the assignment makes this impossible, faculty should attempt to make a reasonable adjustment of the assignment. Students are expected to be available for the entire week of exams, as the dates of exams may change because of extenuating factors.

Students who will be representing TU at events, conferences or other official activities should obtain a Notification of Absence from Class Form from the Office of Student Activities, University Union 217, to be given to their instructors to verify the excused absence. Students are encouraged to notify faculty of anticipated class absences as soon as they learn they will be missing class. Faculty should use discretion regarding making up missed assignments and the ramifications of missing certain class periods.

Students who fail to appear for the first two class sessions or the first session of evening classes, may forfeit their space in class. Instructors have the right to release these spaces to other students wishing to add the class to their schedules by requesting that the Registrar's Office drop these students from the course. However, in most cases students will not

be dropped from a course for non-attendance and will earn an FX grade for non-attendance if they do not withdraw themselves from the course.

Students may not attend a class until they are registered for the class and they must satisfy all financial obligations to the institution before they register. Family members, including children, of students are not permitted to attend classes. On rare occasions, this might be permitted if related to a course activity such as a presentation.