

Attendance and Absence of Students

Scope: Who is Covered by this Policy?

Instructional Staff and Students

Policy

Every student is expected to participate in academically related activities and attend every class session for which the student is registered.

It is the prerogative of the instructional staff member to set attendance policy for each individual course, and it is the responsibility of the individual instructional staff member to inform students of that policy in the course syllabus or other written document at the first class meeting of the semester, term, or sprint part of semester or term.

There are no University-recognized excused absences except for religious observances that require absence from a class session and other required class activities. Students (see list of religious holidays). For a full semester or term course, students must give written notification to their instructor within the first ~~week~~two weeks of class of the religious event that prohibits class attendance and the date that will be missed if officially known. Students enrolled in sprint or part-of-term courses must give written notification to their instructor within the first week of class. Instructional staff will, without prejudice, provide such students with reasonable accommodations for completing missed work. However, students are ultimately responsible for material covered in class, regardless of whether the student is absent or present.

Instructional staff are required to excuse a student's absence due to pregnancy or related conditions, including recovery from childbirth for as long as the student's doctor deems the absences to be necessary. When the student returns to classes the student must be provided the opportunity to make up any work missed. Alternatives include allowing the student to take an incomplete and complete the course at a later date, or retaking the course or taking an online course. For additional information go to: [Supporting the Academic Success of Pregnant and Parenting Students](#). The University Senate also recognizes the need for flexibility when childcare responsibilities impact a student and urge instructors to accommodate students with childcare responsibilities.

It is the sense of the University Senate that instructional staff, student groups and organizations, and the University athletic coaching staff are sensitive to the academic needs of students and the need for students to comply with the attendance policies in their respective courses. In general, class absence should be avoided unless absolutely necessary. If a student is involved in activities that result in class absence (such as intercollegiate athletics, band, debate, other academic activities, etc.), it is the student's responsibility to negotiate specific arrangements with individual instructors about any absences.

The Senate also recognizes the fundamental value of extra- and co-curricular activities and their significance in students' overall educational experience. Instructional staff should recognize that participation in such activities is an integral part of students' education and helps to fulfill the comprehensive mission of the University. Therefore, instructors are urged to accommodate students who participate in extra- and co-curricular activities as far as may be compatible with academic requirements.

Whenever a student is absent from class to such an extent as to make the student's work insufficient or to impair the morale of the class, the instructor may direct the Office of the University Registrar to drop the student. During the first 20 percent of the course no grade will be recorded; after the first 20 percent is completed but before 60 percent of the course is completed, a grade of W will be recorded. After 60 percent of the course is completed, a grade of F will be recorded. The instructor shall notify the student of this action no later than the time he or she notifies the Office of the University Registrar. (See the [Academic Calendar](#))

Instructional staff may, drop from a course any student who is absent from the first class meeting of a semester, term, or sprint part of semester or term unless the student notifies the department or instructor by the end of the day (11:59 p.m.) of the first class

meeting of his or her intention to take the course. When possible, departments and instructors should reinstate a student who, for reasons beyond his or her control, was unable to contact the department or instructor by this deadline.

The determination of individual class attendance requirements and their enforcement at the Dolibois European Center is governed by the attendance policy of the Center.

Related Form(s)

Not applicable.

Additional Resources and Procedures Websites

- [Supporting the Academic Success of Pregnant and Parenting Students](#)
- [Academic Calendar](#)

FAQ

Not applicable.

Policy Administration

Next Review Date

7/1/2023

Responsible Officers

Provost and Executive Vice President for Academic Affairs

Legal Authority

Not Applicable.

Compliance Policy

No

Recent Revision History

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[Amended July 2019](#)

Reference ID(s)

- MUPIM 10.1
- OAC 3339-10-01

Reviewing Bodies

- Administrative
- Miami University Senate