

STOCKTON UNIVERSITY



PROCEDURE

Course Attendance

Procedure Administrator: Provost
Authority: NJSA 18A:62-4.2, Higher Education Opportunity Act of 2008, Public Law 110-315 Section 487, Title IX of the Educational Amendments of 1972
Effective Date: June 4, 2014; August 31, 2020
Index Cross-References: II-30 – Course Attendance Policy
Procedure File Number: 2030
Approved By: Dr. Harvey Kesselman, President

1. Course Attendance

Course attendance is an individual student responsibility where students are expected to attend class meetings, have interaction with faculty and students in online courses, and complete all assignments as set out by instructors in a course syllabus.

Faculty are expected to provide a course syllabus on or by the first day of the course that gives notice of major exam(s), assignment dates and information regarding their class or online course attendance policies and requirements. Faculty are also expected to explain how attendance and/or online course participation or interaction will relate to the final course grade and how authentication of unavoidable absences needs to be documented.

Notwithstanding an instructor's attendance policy, students receiving financial aid may be subject to attendance confirmation requirements specific to the type of aid received. See Office of Financial Aid – Enrollment Verification and Terms and Conditions of Financial Aid Awards.

2. Excused Absences

- a. At the discretion of the instructor, an absence from a class meeting or from required participation in an online course may be excused with supporting documentation for the following reasons:
 - i) Religious holidays including travel for that purpose (it shall be the responsibility of the student to provide the instructor with reasonable notice of the dates of religious holidays on which they will be absent, ordinarily within the first ten business days of the semester).
 - ii) Approved University functions (participation in activities or organizations which represent the University).
 - iii) Death or major illness in student's immediate family (immediate

family for this procedure only includes, mother, father, sister, brother, grandparents, spouse, legally-joined partners in a civil union, legally-joined domestic partners, children, step-children, grandchildren, step-father, step-mother and others as deemed appropriate by faculty member).

- iv) Illness of dependent.
 - v) Participation in legal proceeding requiring student's presence.
 - vi) Injury or illness.
- b. Absences in the following cases are governed by federal and/or state laws and are not at the discretion of the instructor:
- i) Active military service (In accordance with NJSA 18A:62-4.2, Higher Education Opportunity Act of 2008, Public Law 110-315 Section 487).
 - ii) Pregnancy/childbirth — In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy, parenting or related conditions, shall be excused for as long as the student's doctor deems the absences to be medically necessary.

If there are excused absences, the student shall be responsible for academic material as follows:

a. Course Work

For short-term absences (fall and spring terms: less than three classes for courses that meet three or more times a week, less than two classes for courses that meet two times a week and one class for courses that are hybrid or meet once a week; equivalent classes for summer and other short terms), the student should inform the instructor in writing, seek missing work, and request a date by which the work needs to be completed.

If a prolonged illness, medical condition or emergency exists, the student should immediately contact the Office of Care and Community Standards which will notify the appropriate offices and University staff of the situation. Upon return to the University, the student must present written verification of the nature of the illness and/or emergency and its duration to the Office of Care and Community Standards.

In all cases, the student remains responsible for obtaining all missed assignments and contacting all instructors regarding course work. For an excused absence from a class meeting or from date-sensitive work in an online course, the instructor should provide the student with an opportunity to make up any quiz or other work that contributes to the final grade or provide a satisfactory alternative assignment to be completed by a specific date.

b. Exams

If illness or emergency prevents a student from attending or taking a scheduled examination, the student shall present a written request to the instructor for a deferred examination prior to the examination, explaining the reason for the absence.

c. Provisions for Making Up Work

Where a student has had an excused absence, the instructor should provide the student with an opportunity to make up any quiz, exam, or other work that contributes to the final grade or provide a satisfactory alternative assignment to be completed by a specified date. If a student is unable to complete the coursework within the academic term, the instructor may assign an incomplete 'I' grade, upon submission of a completed Agreement for Completion of Course Work Form. Make up work shall be completed in a time frame as stipulated in the University Bulletin for an incomplete grade.

If the excused absence is for a significant time that the instructor does not deem it possible for the student to make up the material, a late withdrawal may be requested if the student follows the request process described in the University Bulletin.

3. Unexcused Absences

The option to allow students to complete work missed from unexcused absences will be determined by the instructor within the boundaries of the course. Faculty may have attendance policies that result in penalties for unexcused absences.

Review History:

	Date
Procedure Administrator	08/17/2020
Divisional Executive	08/17/2020
Cabinet	08/27/2020
President	08/31/2020