



## PROCEDURE

### Course Attendance

Procedure Administrator: Provost

Authority: N.J.S.A. 18A:64-8; N.J.S.A. 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; August 31, 2023

Index Cross-References: II-30 – Course Attendance Policy

Procedure File Number: 2030

Approved By: Dr. Joe Bertolino, President

#### 1. Course Attendance

Course attendance is an individual student responsibility. Students are expected to attend class meetings, interact with faculty and students in face-to-face, hybrid and online courses, and complete all assignments as determined by instructors in a course syllabus.

Faculty are expected to provide a course syllabus on or by the first day of the course that identifies 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. Students who receive a separation from campus determination under Procedure 3220 – Student Well-Being and Safety Review, may not attend class until authorized by the Dean of Students (or designee).
  - iv. 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).
  - v. Illness of dependent.
  - vi. Participation in legal proceeding requiring student’s presence.
  - vii. 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 N.J.S.A. 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.

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

i. Course Work

For short-term absences, the student should inform the instructor in writing, seek missing work, and request a date by which the work needs to be completed. “Short-term absence” is defined as: 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.

For all absences due to illness, medical condition or emergency, the student should immediately complete the Stockton Cares online form which will notify the appropriate University offices and 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 Stockton Cares office. **Written verification should not be requested by or provided to the instructor.**

In all cases, the student is 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, the instructor should provide the student with an opportunity to make up any work that contributes to the final grade or provide a satisfactory alternative assignment to be completed by a specific date.

ii. Exams

If illness or emergency prevents a student from attending or taking a scheduled examination, the student shall complete the Stockton Cares online form which will notify the appropriate University offices and staff of the situation. The student should also send a written request to the instructor for a deferred examination prior to the examination, explaining the reason for the absence. Any details of illness should be provided to Stockton Cares and **not** to the instructor.

iii. 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 temporarily assign an incomplete 'I' grade upon receipt and approval of the student's request for an Agreement for Completion of Course Work. Make up work shall be completed in a time frame compliant with the University Bulletin for an incomplete grade.

If the excused absence is for a significant amount time such 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 applicable 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.

4. Course Withdraws and Incompletes

Students who need to withdraw or request an incomplete notation from a course(s) due to illness should refer to Procedure 2017 Course Numbering, Grading Policies and Course Sequencing.

Review History:

	Date
Procedure Administrator	06/28/2022
Deans	08/15/2022
Faculty Senate	05/19/2023
AA Leadership	09/30/2022
Divisional Executive	06/22/2023
General Counsel	08/01/2023
Cabinet	08/31/2023
President	08/31/2023