



CLASS ATTENDANCE AND ABSENCES POLICY

STATEMENT OF POLICY

Class Attendance:

Student Responsibilities:

1. Students are required to attend class, whether face to face or virtually, and complete assignments as set forth in the class syllabus.
2. Students are responsible for checking their registration status and should print a hard copy for their records after the change of registration (add/drop) period is completed. Students who are not officially enrolled (includes payment or arrangement for payment) at the end of the add/drop period will not be eligible to receive a grade for the class.
3. Students are responsible for contacting appropriate faculty and staff in the event that attendance will not be possible for a prolonged period of time. In the event of such extenuating circumstances, students should work with instructors to ensure successful completion of assignments.

Faculty Responsibilities:

1. Faculty members are required to monitor attendance.
2. During the change of registration period, faculty members should alert students if they do not appear on the official roll and require the students to complete the registration process.
3. At the end of the change of registration period, faculty members should alert the Office of the Registrar about students whose names appear on the roll but never attended class.
4. At the mid-term and final grading periods, faculty members are to notify the registrar of students who stop attending class by entering the date of the last day the student attended class on the grade roster.
5. Throughout the fall and spring semesters, faculty members should use the university's defined alert system to notify staff in the event that a student has missed two consecutive calendar weeks of class without communication.

Students who have not attended class nor made contact with the instructor to explain the absence by the end of the first day the class meets or the first assessment (technology delivered classes only) may be administratively dropped from the course (see Administrative Withdrawal Policy).

Absences:

1. The attendance record begins with the first meeting of the class, and students who register during the add/drop period are responsible for missed work.
2. The instructor of the class is the ultimate authority for determining whether an absence from class or academic activity is excused or unexcused **except in the case where the absence has occurred due to a university sponsored activity approved by the Office of the Provost.** Students should contact their instructors before an anticipated absence or as soon as possible when a class is missed. Instructors will require documentation supporting the reason for any absence. **Students are responsible for work missed during an excused absence.**
3. Emergencies involving extended absences from class should be communicated to the academic advisor or department chair who will work with the registrar to notify the student's faculty. The advisor should also work with the student to make a decision about course withdrawal or withdrawal from the university.
4. The attendance requirements and allowances to make up missed work should be clearly delineated in the course syllabus, including any impact absences will have on grades.
5. Even when an instructor excuses a student's absence, or when the student is absent because of participation in a university approved activity, the student is responsible for all material and assignments missed due to the absence.
6. **Students who are absent for a two-week period or longer may be subject to the university's Administrative Withdrawal Policy.**

Class Attendance and Absences Policy Adopted by BOT: June 19, 2009 Approved by Chancellor: August 23, 2010; **Amended December 2015.**

6. Students may request and be granted up to two excused absences each academic year for religious observances required by the faith of the student. The student must provide written notice of the request for an excused absence to each faculty member prior to the religious observance. As with any excused absence, the student shall have the opportunity to make up any work or assessments missed because of the absence. Students are not excused from their responsibilities for the course.

Effective Date: This policy becomes effective upon signature of the chancellor per WSSU Policy on Creation and Review of Policies as the amendment is mandated by the Board of Governors of the University of North Carolina.

Amended: This 23rd day of August 2010

Donald J. Reaves

Chancellor

Winston-Salem State University