



Policy 02:300 – Student Class Absences

The University expects students to attend all classes for which they are enrolled. Instructors may establish specific attendance regulations governing their classes and will provide them to their students at the beginning of each term.

Regulations governing absence policies:

- a. All policy statements **must** be on file in the office of the dean and **must be approved by the appropriate dean.** b. All policies must allow excused absences for these reasons:
 1. Travel considered part of the instructional program of the University and requiring absence from class.
 2. Participation in activities directly sponsored by and in the interest of the University.
 3. Extraordinary circumstances, such as pressing legal obligations, authorized by the college dean.
- c. All policies must allow for a reasonable number of absences for these reasons:
 1. Illness.
 2. Death or serious illness in the immediate family.

Instructors determine the validity of excuses and are responsible for consistent enforcement of their policies. Students may appeal decisions via established procedures for grievances concerning academic matters.

Approved 1/85

Last Revised 2/99

