

# The University Senate of Michigan Technological University

## **POLICY ON CLASS ATTENDANCE**

[\(Proposal 20-95\)](#)

[\(Proposal 24-13\)](#)

[\(Proposal 6-14\)](#)

[\(Proposal 19-15\)](#)

[\(Proposal 35-16\)](#)

## **Senate Policy 102.1**

### **Background**

This policy has been updated to reflect changes in technology and communication as well as editorial clarifications regarding the process of evaluating and approving absences.

### **Policy**

- Attending class is essential for academic success. The University expects students to attend all scheduled class times unless an absence is excused under this policy.
- Categories of University excused absences:
  - Off-campus events:
    - Including intercollegiate athletics; fine arts performances; program-sponsored competitions; program-sponsored field trips; and similar official events where students represent the University in an official capacity.
    - The instructor or staff supervising students participating in these events must provide notice to the students' instructors and the Dean of Students Office prior to the date of the activity. The notice must include the name of the activity, the date(s) of class absence, the name of the supervising instructor or staff, and the names of all participating students.
  - Absences involving legitimate extenuating circumstances beyond a student's control. These include student illness or injury that prevents a student from participating in class; death or critical illness of a family member; birth of a child; military duty; jury duty or subpoena for court appearances; and similar serious extenuating circumstances.
- - If a student's absence causes the student to miss an assignment, examination or other graded requirement of the class, the instructor may require the student to provide documentation verifying the cause of the absence. The student may provide the documentation to the instructor or to the Dean of Students Office.

- Instructors retain the discretion to excuse student absences for reasons other than those described in the above paragraphs. Students participating in activities on behalf of a student organization may obtain a verified absence letter from the Student Activities Office. This letter is meant to confirm a student's participation in an extracurricular activity and may be presented to the instructor when requesting an absence from class.
- Students are responsible for notifying their instructors prior to missing a class and arranging a mutually-acceptable make-up procedure. In emergency situations, where students are unable to notify their instructors, students should promptly contact the Dean of Students Office for assistance.
- Students with an excused absence shall be allowed to earn full credit for missing assignments by performing equivalent work, as long as the instructor deems that the learning objectives of the course can still be met. Where this is in question, it should be determined in conversation between the student and the instructor, if necessary in consultation with the Dean of Students. This conversation should happen as soon as possible. The substance of the equivalent work and the deadline for its completion shall be determined by the instructor.
- Instructors concerned with a student's excessive absence should contact the Dean of Students Office for advice and assistance.
- The Dean of Students Office may be contacted by an instructor or a student for assistance in informally resolving any disputes under this policy. If a dispute cannot be resolved informally, the student may follow the Student Academic Grievance policy.

This change should also be made in Section 3.2.10 of the Tenured/Tenure-Track Faculty Handbook <http://www.admin.mtu.edu/admin/prov/facbook/ch3/3chap-21.htm>)

**Proposal 20-95:**

**Adopted by Senate: March 8, 1995**

**Approved by President: March 24, 1995**

**Became Senate Policy 102.1**

**Proposal 24-13:**

**Introduced to Senate: 27 March 2013**

**Friendly Amendment (in blue): 10 April 2013**

**Approved by Senate: 10 April 2013**

**Approved by Administration: 19 April 2013**

**Proposal 6-14:**

**Introduced to Senate: 20 November 2013**

**Approved by Senate: 11 December 2013**

**Approved by Administration: 17 December 2013**

**Proposal 19-15:**

**Introduced to Senate: 10 December 2014**

**Friendly Amendment (in red): 21 January 2015**

**Approved by Senate with Amendment: 21 January 2015**

**Approved by Administration: 30 January 2015**

**Proposal 35-16:**

**Introduced to Senate: 06 April 2016**

**Approved by Senate: 20 April 2016**