

The University Senate of Michigan Technological University

PROPOSAL 24- 13

(Voting Units: Academic)

CLASS ATTENDANCE PROPOSAL

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.

Proposal

- 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 involving varsity athletes **representing the University in an official capacity** and other students ~~representing the University in an official capacity~~ **participating in a University sanctioned event**. These include intercollegiate athletics; fine arts performances; program-sponsored competitions and field trips; **University sponsored off campus job fairs**; and similar official events.
 - 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. **Where student participation is ad hoc as in job fairs, supervisors must send notices immediately after the activity to all academic departments and to the Dean of 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 ~~course~~ **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 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 will be allowed to make up missing assignments or equivalent work. Any course-specific consequences for excessive absences should be described in the instructor's syllabus.
- 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.

POLICY ON CLASS ATTENDANCE

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

Senate Policy 102.1

~~Students are expected to attend all scheduled classes, including recitation and laboratory sessions, beginning on the first day of regular instruction and ending on the last day of regular instruction, as stated in the University Academic Calendar (found in University catalogs and quarterly Time Schedule Booklets).~~

~~Students having excused absences shall have the right to make up graded work. Whenever possible, students should contact their instructors prior to their absence and arrange mutually acceptable make-up procedures. Otherwise, students should account for their absence within the first week after returning to campus. Students who are unable to notify their instructors concerning their absence from class, or who must notify several instructors on short notice, should contact the Dean of Students Office for assistance.~~

~~If faculty are concerned about a student's excessive absence from class they should call the Dean of Students Office for advice and assistance.~~

EXAMPLES OF EXCUSED ABSENCES

~~A. Students participating in off-campus, university-sponsored activities such as field trips, fine arts performances, intercollegiate athletics, judging teams, job fairs, etc.~~

~~The faculty/staff members supervising off-campus, university-sponsored activities must send a notice via campus mail (and electronic mail if available) to all academic departments and the Dean of Students Office before the activity occurs. The notice must include the name and date of the activity, the name of the supervising person, and a list of all participating students. Where student participation is ad hoc as in job fairs, supervisors must send notices immediately after the activity to all academic departments and to the Dean of Students.~~

~~B. Students absent due to circumstances beyond their control.~~

~~Students must provide verification of their special circumstances if so requested by their instructors. Excused absences are usually granted for circumstances such as illness, the funeral of a relative or close friend, military duty, court appearances, and other serious personal emergencies.~~

~~C. Other absences that the instructor deems excusable, such as professional and graduate school interviews, plant trips, job interviews, and professional society meetings.~~

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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