

Augusta University

Policy Library

Undergraduate Class Attendance Policy

Policy Manager: Office of the Vice Provost

POLICY STATEMENT

Augusta University (AU) expects students' regular attendance. Attendance within the courses for which a student is registered is a precondition for receiving credit for the course. Students registering late or who miss class are required to consult with their instructor to determine whether missed work may be made up, in a manner determined by the instructor and the course syllabus.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

These definitions apply to these terms as they are used in this policy:

Student: a person duly admitted to AU and registered as a participant in an institutional academic course.

Absence: The failure to attend a scheduled class meeting in which the student is registered.

Excused Absence: An absence that either the institution or the individual instructor has approved by policy or individual exception enabling the student to miss a class without penalty and with an opportunity to make up any coursework assigned for that day.

Instructor: The person assigned as the instructor of record for a given course.

- ***Class Attendance:*** Attending a class shall be defined in the following way:
- ***Face-to-face Classes:*** Students are physically present in the classroom.
- ***Online Classes:*** Instructors of online courses define how online attendance is measured: this must be clearly explained in the syllabus. Examples include:
 - Submission of academic assignments,
 - Completion of an exam, quiz, or assignment,
 - Logging into an interacting with course material in the classes' online portal,
 - Participating in an instructive tutorial or computer-assisted instruction,
 - Participating in an online study group assigned by the instructor,
 - Posting in a discussion forum that is part of the class about the academic content of the class, or
 - Sending an email to the instructor, or other documentation, that demonstrates that the student has initiated contact with the instructor to ask about the academic content of the course,

- Student engagement with online activity reports.
- ***Hybrid and Partially at a Distance Classes:*** In classes where instruction is mixed between asynchronous online and face-to-face , instructors shall clearly define online attendance as well as incorporating face-to-face expectations in appropriate proportion.

PROCESS & PROCEDURES

AU expects students to attend all regularly scheduled class meetings for instruction and examination. When a student is compelled for any reason to be absent, the student should notify the instructor as soon as possible and provide a reason for the absence. The student is responsible for all material presented in class and for all announcements and assignments.

Class Absences

Students should consult with their instructors about all class absences.

It is the responsibility of the **student** to:

- Notify the instructor as soon as possible about class absences.
- Determine what they missed during their absence and reach out to their instructor to determine whether make-up work is possible or available.
- See [Adding, Dropping, and Withdrawing from Courses for Undergraduate Students Policy](#).

It is the responsibility of the **instructor** to:

- Communicate in the course syllabus any consequences for absences. These consequences may include:
 - A reasonable reduction in the course grade for excessive unexcused absences,
 - A grade penalty for any assignment, exams, or other work completed late because of an unexcused absence.
- Respond to student questions about whether make-up work is available, and how to make up any work missed.
- Respond to student questions as to whether they are in danger of failing the course because of the amount of work or class time they have missed and, when applicable, provide guidance about the withdrawal process (see [Adding, Dropping, and Withdrawing from Courses for Undergraduate Students Policy](#)).

The instructor is required, within the first two weeks of classes, to highlight the student attendance policy in the syllabus and in another appropriate format applicable to that course that reinforces the student's

knowledge of the attendance policy for that specific course. It is strongly recommended that faculty post their syllabus on D2L.

Excessive Unexcused Absences

The instructor should clearly define excessive unexcused absences in the syllabus, keeping in accordance with this policy.

Excused Absences

In all cases of excused absences, an instructor may require written proof of the reason for the absence, such as military orders, doctor's notes, official AU communications, and the like.

While keeping with the excessive absence threshold, a student may miss a scheduled class without penalty, under the following conditions:

- Absences that occur with prior approval by the instructor of record or his/her designee
- Absences due to students involved in required activities representing Augusta University. These include, but are not limited to, athletic events for student-athletes, required academic or artistic events or competitions, or required student government activities. Other potential events as defined by the Deans of the colleges could be considered excused absences from classes when traveling. [Note: absences related to student clubs are not to be considered excused unless approved by the class instructor]
- Absences due legally compelled attendance at a court of law
- Absences due to required participation in ROTC activities
- Absences due to pregnancy-related issues in accordance with the most recent federal guidance under Title IX
- Absences due to weather conditions that AU as officially recognized as hazardous for travel (does not apply to online classes unless storm causes student's internet connection to fail.)
- Absences for religious accommodations: see [Religious Holiday Policy](#)
- Absences due to officially documented illness or other medical or psychological issue, for which the instructor may require the student to provide official documentation from the care provider indicating that an absence was medically reasonable. **Note:** Medical documentation need not indicate the medical condition being treated. If the nature of the illness persists over an extensive period of time, the student should seek the guidance of the Dean of Students.
- Inability of a member of our armed services to attend class due to receiving orders for a period of service. If the nature of the deployment persists over an extended period of time, the student should seek the guidance of the Dean of Students. Under these conditions, it is not permissible to:
 - Assigning the member a failing grade,
 - Reducing the member's grade point average,
 - Characterizing any member's absence(s) as unexcused, or
 - Assessing a financial penalty on a member because of a withdrawal or leave of absence due to receiving orders for service. (38 U.S.C. §3691A(a)(2)(B))

For absences that meet at least one of these “excused” conditions, the instructor will make reasonable efforts to find a means for the student to make up missed work; the make-up work is not required to be identical.

In all other cases, the decision to permit students to make up missed work shall reside with the instructor; however, a clear statement about any potential penalties for unexcused absences must be included in the course syllabus.

Any absence problems which cannot be resolved between the instructor and the student shall be challenged and reviewed in accordance with the AU policy on Student Academic Grievances.

Course Excursion of Field Trips

Whenever class trips entail absences from other classes, the instructor must secure advance approval from their department or program chair. If approved, a list of all students involved and the courses they will miss must be composed by the Department or College, which must then provide official notice. Students may not be required to go on field trips if they involve the student’s absences from classes in which examinations or other significant in-person exercises are scheduled, unless the professor overseeing the scheduled exam agrees to reschedule the exam for the impacted student(s).

Withdrawal for Excessive Absences

See [Adding, Dropping, and Withdrawing from Courses for Undergraduate Students Policy](#).

REFERENCES & SUPPORTING DOCUMENTS

38 U.S. Code Section 3691A- Withdrawal or leave of absence from certain education:
<https://www.law.cornell.edu/uscode/text/38/3691A>

RELATED POLICIES

[Adding, Dropping, and Withdrawing from Courses for Undergraduate Students Policy](#)
[Religious Holiday Policy](#)
[Student Academic Grievance Policy](#)

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 6/5/2024

President, Augusta University

Date: 6/5/2024