

# Langston University Attendance Policy

## General Application of Policy

Langston University values the critical relationship between class attendance and student success. Absences impact academic performance in a negative way. Instructors will discuss attendance requirements at the beginning of each academic term. Course attendance standards will be included in the official syllabus issued to each student.

The Langston University Attendance Policy will govern all courses offered through face-to-face instruction or where participation is required at a specific time regardless of delivery method; i.e. synchronous instruction via ITV or Adobe Connect. Notice of the attendance policy must be given in the course syllabus for all courses. The general attendance policy is that students shall not be penalized for excused absences where valid documentation of the absence is provided and accepted by the instructor.

Absences for University-sanctioned events will be considered excused when documentation to substantiate the student's participation is provided from the appropriate University official.

If a department has adopted a more restrictive attendance policy based upon the needs of the course, the details of the policy must be provided to all enrolled students in advance and in writing, and must be included on the course syllabus.

## Student Expectations

Students are expected to attend and participate in class.

Students are required to attend class unless other arrangements are pre-approved by the instructor.

Students will notify instructors of excused absences in advance where possible for pre-approval, or immediately upon return.

Students who have excused absences are expected to make arrangements with their instructor(s) for alternative or make-up work. Such arrangements should be made in advance of the absence, where possible.

In order to comply with federal regulations associated with eligibility rules for federal financial aid assistance, students who **never** attend a course during the Drop period will be administratively withdrawn (AW) from the course.

It is the student's responsibility to withdraw from a course.

## Faculty Expectations

Instructors should accommodate excused absences to the extent that an accommodation can be made that does not unreasonably interfere with the learning objectives of the course or unduly burden the instructor.

Advance notice of attendance policies should be given to students, and such notice should be in writing via the course syllabus.

An AW for inconsistent attendance may be assigned until the date midterm grades are due for the respective course. A grade of AW for inconsistent attendance cannot be assigned after the date midterm grades are due for the course.

Instructors will assign a grade of AW for students who **never** attend class during the Drop period. A grade of AW for non-attendance cannot be assigned beyond the final day of the Drop period.

Attendance policies will be applied in a non-discriminatory manner.

Instructors are required to verify the class attendance in D2L throughout the term for each course they instruct.

### **Excused Absences**

In cases of absence from class for any reason, it is the student's responsibility to obtain an official excuse and present this explanation to the instructor in advance or within five (5) business days from his/her return to class.

Excused absences may include but are not limited to absences due to illness of the student, illness of an immediate family member for whom the student must provide care, death of an immediate family member, special circumstance, military duty, religious observance (where the nature of the observance prevents the student from being present during class), representation of Langston University in an official capacity, and other compelling circumstances beyond the student's control. Faculty members have discretion as to what constitutes a special circumstance. University-sanctioned events where the student is required to participate will be considered excused when documentation to substantiate the student's participation is provided from the appropriate University official. Students seeking an excused absence must provide documentation in advance where possible to substantiate the excuse.

When students attend officially authorized functions or activities off campus, the Student Travel Policy will apply. Absence from class, whether excused or unexcused, does not relieve the student of the responsibility for work required in the course during his/her absence.

Students will notify instructors of excused absences in advance where possible for pre-approval, or immediately upon return.

### **Unexcused Absences**

If a student has unexcused absences, the instructor has the discretion whether or not to accept late or missing assignments. If a student exceeds the maximum number of unexcused absences after midterm grades are due, the instructor has the option to lower the student's (course) grade one letter grade and to inform the student of the action. It is the student's responsibility to withdraw from the course or receive the letter grade earned for the course.

The maximum number of unexcused absences for any course are outlined in the table below.

Number of Credit Hours	Number of Meeting Days per Week	Number of Unexcused Absences Allowed
Three Credit Course	Five Days (8-weeks)	Six
Three Credit Course	Three Days	Six
Three Credit Course	Two Days	Four
Three Credit Course	One Day	Two
Two Credit Course	Two Days	Four
Two Credit Course	One Day	One
One Credit Course	One Day	One

If a student surpasses the maximum number of unexcused absences for a given course, the instructor has the option to lower the student's (course) grade one letter grade for each subsequent absence and to inform the

student of the action.

An AW for inconsistent attendance may be assigned until the date midterm grades are due for the respective course. A grade of AW for inconsistent attendance cannot be assigned after the date midterm grades are due for the course.

Students who receive two or more “AW” grades for inconsistent attendance by the date midterm grades are due will be immediately placed on Academic Monitoring for the remainder of the semester.

### **Complaints and/or Appeals of Policy**

Complaints and/or appeals concerning the application of an attendance policy or an instructor's attendance policy should be raised first with the Faculty Member. If the complaint is not resolved with the Faculty Member, the complaint should be shared with the Department Chair of the instructor or with the Dean if there is no Department Chair or if the instructor is the Department Chair. If the student or instructor is not satisfied with the resolution of the complaint, the matter may be appealed to the Dean and then, if not resolved, to the Vice President for Academic Affairs. The Vice President for Academic Affairs will have final authority on all complaints or appeals of the course attendance policy. Complaints concerning the adoption or modification of an attendance policy by an academic unit should be raised with the Division of Academic Affairs. Complaints are to be promptly addressed at each level of review.