

# Student Attendance Policy



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This *Student Attendance Policy* outlines the general policies regarding the collection, handling, and disseminating of student data.

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## Attendance

Each instructor has the responsibility of making clear to the students in writing what the attendance policy will be in each course.

### Student Absences for Official University Functions

Students shall be excused without penalty from class to participate in official university sanctioned student activities, including intercollegiate athletic competitions, debate meets, band and choir performances, university field trips, and other events approved by the Provost. Students are not to be excused from class to attend practices or conditioning sessions.

Faculty or staff in charge of such activities shall file with the Provost's Office at least one week in advance, if possible, a list of students and dates they request the students to be excused from class. The Provost shall ensure that notification about approved student activities is communicated to the faculty in a timely manner. In addition, students must give satisfactory notice to their instructors prior to scheduled absences.

Students are responsible for all content and assignments missed while absent from class to attend university sanctioned student activities. Any deviation from this policy must be approved by the Provost.

### VA Policy on Class Attendance

According to the "Veterans Education and Employment Assistance Act of 1976," veterans who are absent from a class for an excessive amount of time must be reported for non-attendance to the Veterans Administration. The veteran's last date of attendance is determined by the instructor's roll book.