

North Dakota State University

Policy Manual

SECTION 333

CLASS ATTENDANCE POLICY

SOURCE: NDSU Faculty Senate Policy

1. ATTENDANCE

Attendance in classes is expected and important. (The term “class” includes class, online class, laboratory, field trips, group exercises, or other activities.) However, there are instances in which students are unable to attend class and in which those absences must be excused (“Excused Absences”). Specifically, Excused Absences are those identified in section 4 below. All absences not covered by section 4 are excusable at the discretion of the instructor. If an instructor believes verification is necessary to address unexcused absences (e.g., hospitalization, long term illness, bereavement, excessive tardiness/absences, childcare responsibilities, etc.), they are encouraged to contact the Dean of Students Office. While documentation may be required in some instances, documentation will not generally be required in order to account for common illnesses that are best cared for by rest and self-care.

Class attendance policies may not have discriminatory effect (intentional or unintentional) on members of a protected class (see [NDSU Policy 100](#)).

Students are expected to notify their instructor about absences. When a student is unable to communicate about an absence due to an emergency or crisis, a family member may notify the Dean of Students Office who will then provide notification to instructors.

2. INSTRUCTOR RESPONSIBILITY

- a. Each syllabus must contain (1) the policy regarding class absences; and (2) the policy for making up missed coursework in the class. It is recognized that sometimes an assignment is impossible to make-up.
- b. Excused students must be given an opportunity to address any missed coursework in a reasonable amount of time.
- c. If an instructor is uncertain of how to respond to or assist students, they are welcomed to contact the Dean of Students Office.

3. STUDENT RESPONSIBILITIES AND RECOURSE

Students who anticipate excusable absences shall notify the instructor as soon as information about the absence is known. In the case of unanticipated absences or events, the student needs to contact the instructor as soon as possible. Students have the responsibility to communicate with the instructor if graded work is scheduled during times where absences are required.

If a student needs assistance navigating a class absence with their instructor, they are encouraged to contact the Dean of Students Office or complete a “Concern or Complaint” form at https://cm.maxient.com/reportingform.php?NorthDakotaStateUniv&layout_id=2

4. EXCUSED ABSENCES

4.1 University Sanctioned Events

North Dakota State University values and supports the required participation of students in university-sanctioned activities. A university sanctioned event or activity shall be as defined by the Congress of Student Organizations as Tier 1 or Tier 2. Sanctioned activities also include mandatory participation as a student athlete in NCAA-sanctioned competition, performing arts outreach, exhibitions, competitions, academic meetings, and conferences.

4.2 Pregnant Students

Absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s health care provider deems the absences medically necessary. When the student returns to class the student must be provided the opportunity to make up any work missed. Alternatives include allowing the student to take an incomplete and complete the course at a later date, or retaking the course or taking an online course. If an instructor believes verification is necessary, they are encouraged to contact the Dean of Students Office.

4.3 Religious Accommodations

Religious observances may require absence from a class session and other required class activities. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence. A list of common religious holidays and events is available through the [Office of Multicultural Programs](#).

4.4 Legally mandated absences such as jury duty or court subpoena.

4.5 Absences due to military duty or veteran status, including service-related medical appointments, where failure to appear might result in a loss of benefits.

HISTORY:

New	May 20, 1970
Amended	December 12, 1977
Amended	April 1992
Amended	October 2004
Amended	June 2007
Housekeeping	February 14, 2011
Amended	January 28, 2014
Amended	April 24, 2014
Amended	August 20, 2018
Amended	January 4, 2023