**Policy Change Cover Sheet**

|  |
| --- |
| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | 333 Class Attendance Policy and Procedure |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Language has been added to clarify what types of absences must be excused
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Charlene Wolf-Hall, Vice Provost, on behalf of Academic Affairs Committee
* Charlene.hall@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
 |
| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**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. These instances are described in the following sections. Absences not covered by this policy are excusable at the discretion of the instructor.

2. FACULTY RESPONSIBILITY

a. The course instructor must clearly inform students on the first day of class in writing in the syllabus (1) of their policy regarding class absence (including if supporting documentation is required; and (2) policy for making up missed assignments. It is recognized that sometimes an assignment is impossible to make-up.

b. Excused students should be given reasonable opportunity to make up work missed due to the absence, if possible.

3. STUDENT RESPONSIBILITIES AND RECOURSE

Students who anticipate excusable absences shall notify the faculty member as soon as possible, preferably by the third week of class, but no later than one week before the absence. In the case of unanticipated excusable events, the student needs to contact the instructor as soon as possible. Students have the responsibility to visit with the instructor if exams or assignments are scheduled during times where absences are required.

Students who feel that they are being discriminated against through class policies may file a grievance or complaint through the Provost’s Office by following directions at https://www.ndsu.edu/provost/academics/student\_grievances/.

4. NONDISCRIMINATORY COURSE ATTENDANCE POLICIES

Course attendance policies may not have the effect (intentional or unintentional) of illegally discriminating on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Faculty should always be prepared to articulate a rational justification for any classroom policy he or she imposes.

 a. 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.

 b. Pregnant Students

In accordance with Title IX and Guidance from Department of Education Office of Civil Rights, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor 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. Further, recognizing the need for flexibility when childcare responsibilities impact a student, faculty are encouraged to accommodate students with childcare responsibilities. (This requirement does not include “paternity leave” unless the mother’s doctor believes that it is medically necessary for the father to be excused.)

5. 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 one in which a student represents the university to external constituencies in academic or extra-curricular activities. These include but are not limited to mandatory participation as a student athlete in NCAA-sanctioned competition, student government congresses, music competitions, academic meetings, and conferences.

6. OTHER EXCUSABLE ABSENCES

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

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

c. Illness or injury to the student; death, injury or serious illness of an immediate family member or dependent family member. Students and faculty should note that the [NDSU Student Health Service](https://www.ndsu.edu/studenthealthservice/forms/) does not provide students with excuses for class absences or tardiness due to illness or injury.

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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