

## Oklahoma State University Policy and Procedure

<b>ATTENDANCE POLICY FOR STUDENTS</b>	<b>2-0217 ACADEMIC AFFAIRS August 2014</b>
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### **POLICY**

1.01 Class attendance is a critical component of learning. Students are expected to attend and participate fully in all scheduled class meetings.

1.02 A written attendance policy should be provided to students within the nonrestricted add period of the semester. The nonrestricted add period is defined as the sixth class day of a regular semester, or the third class day of an eight-week session, or the proportionate period for block or short courses. (For additional information see P&P 2-0206: Adding and Dropping Courses and Withdrawing from the University.)

1.03 Faculty may choose to set a maximum total number of excused, sick, and unexcused absences. Faculty may also specify when absences will not be excused under any circumstance.

1.04 If no policy is provided, no penalty may be assessed for class absences although students may not be allowed to make up certain in-class activities such as presentations and “pop” quizzes.

1.05 Faculty are encouraged to provide reasonable accommodation for students who must miss a class, laboratory, or studio meeting because they are required to participate in sponsored activities of the University. For the purpose of this policy, a sponsored activity of the University includes any activity sponsored by an academic college or department, by an organization recognized by Campus Life, or by intercollegiate athletics. Students involved in activities that are likely to require them to miss course meetings have the responsibility to notify the instructor as early as possible in a semester and certainly in advance of the absences to request permission for the absences (preferably in writing) from the instructor and to discuss how the absences will affect their ability to meet the course requirements. In the ideal circumstance, discussions should occur during the first week of the semester. While instructors are encouraged to make reasonable accommodation for any student involved in University-sponsored activities, students should recognize that not every course can accommodate absences and neither the absence (nor the notification of an absence) relieves them from meeting the course requirements.

1.06 Faculty may require written documentation in advance of the absence from the designated University sponsor for a sponsored activity and/or require that the organization demonstrate that it has no reasonable option in scheduling the activity except during regular class periods.

#### 1.07 Absence Due to Military Service

A. All students are entitled to leaves of absence from their studies at OSU in order to engage in military service as is authorized by federal law without loss of status or seniority.

B. Faculty members shall work with the student to find a reasonable accommodation for such absences.

C. Students engaging in military service are required to give notice of such service in advance in writing or orally to the instructor-of-record for each of their classes, either in person or through an appropriate officer of the uniformed service in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant.

1.08 Faculty at their discretion may require homework, reports, papers, compositions, and projects to be turned in ahead of or after the missed classes and examinations to be taken before or after any planned or unplanned absence.

1.09 The decision to grant access to materials from missed lectures lies with the faculty member who sets the attendance policy for the course and has the authority to determine the circumstances under which accommodations for absences are permitted.

1.10 If a student believes that a faculty member has denied a reasonable and appropriate request, the student may appeal the decision to the Department Head. Since class attendance is a critical component of learning, such appeals would be considered on a case-by-case.

1.11 Attendance policy statements in “The OSU Student Rights and Responsibilities” handbook and in the “OSU Syllabus Attachment” should, at all times, be consistent with this policy.

#### Approved:

Faculty Council, March 10, 2009

Instruction Council, March 13, 2009

Council of Deans, April 9, 2009

Executive Team, July 2009

#### Revisions Approved:

Faculty Council, January 10, 2012

Faculty Council, May 8, 2012

Instruction Council, September 7, 2012

Council of Deans, September 13, 2012

E-Team Policy Committee, March 1, 2013

Revisions Approved:

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Instruction Council, October 4, 2013

Council of Deans, November 14, 2013

E-Team, August 2014