

5 **ATTENDANCE POLICY**

6 This new policy was recommended by the Academic Senate on October 5, 2000
7 and approved by the President on December 14, 2000.

8 Students are expected to attend classes regularly. Classroom participation is often one of the
9 necessary and important means of learning and in many classes is essential to the educational
10 objectives of the course.

11 **FACULTY GUIDELINES ON ATTENDANCE/PARTICIPATION**

12 Faculty members must include their guidelines for assigning grades in the syllabus (as required
13 by Policy Statement 99-19, Grades and Grading Procedures). The syllabus must make clear
14 whether any portion of the grade is based on attendance and/or participation. It is the students'
15 responsibility to make themselves aware of each faculty member's guidelines by carefully
16 reading the syllabus.

17 Faculty members may drop students who fail to attend class during the first week of the
18 semester. However, students should not presume that they will be dropped by the faculty
19 member. Students who have registered for a class, but never attended, should verify with
20 Enrollment Services whether or not they are officially enrolled. It is the student's responsibility to
21 officially withdraw from the class.

22 **EXCUSED ABSENCES**

23 Students may have a valid reason to miss a class. When any of the following reasons directly
24 conflict with class meeting times, students are responsible for informing faculty members of the
25 reason for the absence and for arranging to make up missed assignments, tests, quizzes, and
26 class work insofar as this is possible. Excused absences include, but are not limited to:

- 27 1. Illness or injury to the student
28 2. Death, injury, or serious illness of an immediate family member or the like
29 3. Religious reasons (California Education Code section 89320)
30 4. Jury duty or government obligation
31 5. University sanctioned or approved activities (examples include: artistic performances,
32 forensics presentations, participation in research conferences, intercollegiate athletic activities,
33 student government, required class field trips, etc.)

34 Faculty members are not obligated to consider other absences as excused.

35 **DOCUMENTATION**

36 Faculty members may require students to provide documentation for excused absences.

37 **EXTENDED OR MULTIPLE ABSENCES**

38 There are numerous classes offered on campus where attendance is crucial since student
39 participation is essential. Absence from these courses may impact upon the work and
40 participation of other students. Students who anticipate extended or multiple absences during a

41 particular semester should consult with their advisor and the faculty member before enrolling in
42 any class to determine whether it will be possible to complete the requirements for the course.
43 Students who realize after enrollment that they will have extended or multiple absences should
44 consult with the faculty member to see whether it will be possible to complete the course
45 requirements.

46 **NOTIFICATION**

47 The earliest possible notification is preferred. In some circumstances, it may be possible for the
48 student to notify the faculty member of anticipated absences (e.g. for religious reasons or for
49 scheduled athletic events) during the first week of enrollment. Advance notification (minimally
50 one week in advance) is required for the following absences:

- 51 1. Jury duty and other government obligation
- 52 2. Religious reasons
- 53 3. University sanctioned or approved activities

54 The California Education Code (section 89320) requires "each state university, in administering
55 any test or examination, to permit any student who is eligible to undergo the test or examination
56 to do so, without penalty, at a time when that activity would not violate the student's religious
57 creed. This requirement shall not apply in the event that administering the test or examination
58 at an alternate time would impose an undue hardship which could not reasonably have been
59 avoided. In any court proceeding in which the existence of an undue hardship which could not
60 reasonably have been avoided is an issue, the burden of proof shall be upon the institution."

61 It is the responsibility of the student to make advance notification, contact the faculty member
62 to make arrangements to make up any academic work that may be missed, submit assignments
63 on time, and to make arrangements regarding activities, tests, quizzes, or exams that may be
64 scheduled during the absences.

65 If a student does not notify the faculty member one week in advance of the date of absences for
66 these reasons (jury duty, governmental service, religious observances, or University sanctioned
67 activities), the instructor is not required to adjust the class schedule or to allow for make up
68 activities, tests, or exams. However, students shall not be penalized for excused absences when
69 circumstances make it impossible to provide advance notice (e.g. student is engaged in a
70 University sanctioned event such as a performance, tournament, or playoff which cannot be
71 anticipated).

72 Students who expect to be absent from the University for any valid reason, and who have found
73 it difficult to inform their instructors, should notify the academic department office. The
74 department office shall notify the student's instructors of the nature and duration of the absence.
75 It remains the responsibility of the student to arrange with instructors to make up any academic
76 work missed.

77 **ALTERNATIVE ASSIGNMENTS**

78 In circumstances where an actual assignment, some specific class work, an activity, a quiz, or an
79 exam cannot reasonably be made up, it is the instructor's option to assign alternative work.

80
81 **EFFECTIVE: Spring 2001**