

Undergraduate Student Attendance Policy

Purpose

Class attendance is a critical component of student success and one of the most important ways students engage with and understand course materials. Students may need to miss a class to participate in a regularly scheduled university-sanctioned curricular or extracurricular activity or due to unavoidable or other legitimate circumstances (including participation in local, state, and federal governmental elections and religious observances).

This policy provides guidance to faculty and students as it relates to student attendance in all course delivery modalities and teaching locations.

Policy on Undergraduate Student Attendance

- I. Each faculty member will determine a class attendance policy and publish it in their syllabus.
 - The class attendance policy must differentiate University-Excused Absences from Instructor-Excused Absences and indicate whether there is a maximum number of Instructor-Excused Absences allowed without a course grade penalty.
 - **University-Excused Absences** are defined as those sanctioned by the university and afford students the opportunity to make up missed work when proper university documentation is provided. It is incumbent upon the student to provide university documentation and communicate in a timely manner to ensure compliance with this policy. In these cases, faculty will provide accommodation to make up scheduled examinations or quizzes, or a fair alternative to the missed work.
 - **Instructor-Excused Absences** are those not defined in the University-Excused Absences Policy and subject to an individual faculty member's stated course attendance policy. Faculty are encouraged to consider allowing some number of Instructor-Excused Absences without required documentation. Faculty should provide equity-minded guidance to students concerning how they should handle short-term challenges that impact course work.
 - The instructor's attendance policy should clearly state expected communication timelines for students to report absences, recognizing that in some situations prior/immediate notification may not be possible.
 - The instructor's attendance policy must specify whether class attendance is part of the final course grade. If attendance is part of the final course grade, the attendance policy and grading scale must indicate the maximum grade reduction based on attendance.
 - This fraction may not exceed 40% of the final course grade such that no student can fail a course solely based on a lack of attendance.
 - No attendance policy may result in the reduction of a student's final course grade by more than 5% per single unexcused absence.

- If faculty differentiate attendance from participation in grading, this distinction must be explicit in the attendance policy.
- Several religions prohibit working on certain holidays. Faculty should try to avoid conflicts in scheduling major meetings, exams and other major events and work with students, faculty, and staff to accommodate these observances. Students are required to communicate in a timely manner about the need for such accommodations. This link includes a list of Holidays and Religious Observances (https://www.wcupa.edu/_admin/diversityEquityInclusion/observances.aspx).

II. University departments or programs may establish common attendance policies to govern their sections as long as those policies fall within these guidelines.