

1. CLASS ATTENDANCE

- 1.01 Students are expected to regularly and punctually attend scheduled class meetings.
- 1.02 General requirements for class attendance are as follows:
- a. Faculty are required to establish attendance requirements in each course.
 - b. Each faculty member will inform students of the course attendance policy at the initial class meeting and will include the information on the course syllabus.
 - c. Each faculty member will announce to their classes the course attendance policies for accepting late work or providing make-up examinations and include this information on the course syllabus.
 - d. Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.
 - e. Students are expected to show appropriate cause for missing class or delaying major assignments or examinations.
 - f. Failure to meet the attendance requirements in a course may lower grade(s), including a final course grade.
 - g. Faculty members are expected to monitor course enrollment and class attendance.

2. WHEN ABSENCES OCCUR

- 2.01 Scheduled absences involve conflicts that are known in advance such as jury duty, subpoenas, medical procedures, required participation in University-sponsored events, observation of religious holy days, and military requirements. Students should notify their instructors of these conflicts as soon as they are known and provide documentation of participation if requested.
- 2.02 Unscheduled absences involve unforeseen emergencies such as illness, injury, severe weather, or other crises. Students should contact instructors as soon as possible in these cases. Instructors may require documentation or verification

for an unscheduled absence, and may excuse such an absence at their discretion.

- 2.03 Making up work for an unexcused absence may be allowed or declined at the discretion of the instructor.

APPROVED: < signed >
Dana G. Hoyt, President

DATED: 1/29/18

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: April 1, 1980
Reviewer(s): Council of Academic Deans
Faculty Senate
Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2022

Approved: < signed >
Richard Eglsaer
Provost and Vice President
for Academic Affairs

Date: 1/29/18

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.