Kutztown University Policy ACA-016

Class Attendance

A. Purpose

The purpose of this policy is to define student class attendance.

B. Scope

This policy applies to all students.

C. Key words and phrases:

None.

D. Policy & Procedure(s)

Regular attendance in class is expected of all students at the University.

Class Attendance: The individual instructor has both the authority and responsibility for managing student attendance. The instructor's policy regarding attendance for each course, including its potential effect on the final grade, should be written in the course syllabus or first day handout and communicated to students during the first week of the semester. While, as stated above, classes are conducted on the premise that regular attendance is expected, the University recognizes certain activities and events as legitimate reasons for absence from class.

Class Absence: Legitimate reasons for absence include, but are not limited to, death in the immediate family, documented illnesses, religious observance, academic field trips, participation in an approved performance or athletic event, military duties, direct participation in University disciplinary hearing, and jury duty. Nevertheless, the student bears the responsibility for fulfilling all course expectations in a timely and responsible manner. Instructors will, if requested, without prejudice, provide students returning to class after a legitimate absence, with appropriate assistance and counsel about completing missed assignments and class material, depending on the nature of the work missed.

E. Effective Date

1980

F. Approved By

Faculty Senate - May 1, 1980
College President - May 5, 1980
Revision endorsed by University Senate – May 16, 2013
Revision approved by University President – July 16, 2013

G. Last Reviewed

January, 2011
August, 2011
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August, 2013