

## **Faculty Handbook – 2.10 - Student Attendance Policy**

Attendance in classes, laboratories and lectures is important. All students are expected to attend these activities in accordance with their schedule of courses. The instructor determines the attendance policy for each course. All instructors will provide the students, at the beginning of each semester, a clear statement regarding their policies in handling absences. Instructors will also be responsible for advising their students regarding the academic consequences of absences.

Students must not be absent from announced quizzes, laboratory periods or final examinations unless the reasons for the absences are acceptable to the instructors concerned. Students should also understand that they are responsible for all material covered during their absences and that they are responsible for the academic consequences of the absences. **Students who are absent because of their participation in university-approved activities, such as field trips and extracurricular events, will be permitted to make up the work missed during their absences.**

### **Rationale for Potential Change:**

Many professors have course policies that allow for dropping a lowest quiz or exam score. For students who miss quizzes or exams for extracurricular activities, they are told that dropping of the grade for the absence will essentially provide the opportunity for a “make-up.” This practice does not allow students to have the opportunity to take and learn from an assessment, does not afford them the opportunity to drop their lowest performance grade, and is not a true “make-up” experience. Ultimately, students may be penalized for participating in university-approved activities.

### **KSU Proposed language**

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## Examples of University-Approved Events

- Athletic and scholastic competition
- Research or presentation in which the student is an integral member of the presenting team
- Musical or performing arts events

## Samples from other Universities' Policies

-University of North Florida

In the event of absences due to participation in a University-sponsored activity, instructors must allow students the opportunity to make up work due during such absences. **This applies even if the instructor's policy is to drop a low score.**

-University of North Carolina Chapel Hill

It is a University expectation that instructor be prudent, fair, and equitable when a student misses an assessment due to a University approved absence. **Course policies should avoid inequities, including discrepancies in preparation time for in-class versus make-up exams, missed opportunities to take and learn from an assessment, and policies that penalize students who must use their dropped grade option for a University approved absence.**

## Related Policies

President's Athletics Oversight Council (PAOC) – Policy 4

4.8 No athlete shall miss more than 20% of the scheduled class meetings for competition in any one semester. Any number beyond that stated above must be approved by the ECAB.

4.9 The *KSU Faculty Handbook* and the *KSU Catalog* contain the policy regarding excused KSU student absences. It is expected that faculty members will *not* penalize student athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.

4.12 Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of this *missed class policy* by a coach should immediately contact the Athletics Director or the Faculty Athletics Representative.