

Attendance Policy and Reporting

Attendance Policy

- Faculty Handbook
 - **5.4.2.2** Absences occasioned by University sponsored activities must be excused by all faculty members as long as the number of absences does not exceed the number prescribed in an established and previously announced departmental policy and the faculty member has been informed in advance of the intended absence. *An excused absence means only that* students must be allowed a reasonable opportunity to complete all assignments and tests missed because of these excused absences. It is the responsibility of the student and of the faculty or staff sponsor of the activity to inform the faculty member in charge of the course of the upcoming absence. This information should be provided by transmitting a Class Absence Authorization form to the faculty member. Class Absence Authorization forms can be obtained from the office of the vice president for student affairs. However, it is not necessary to obtain permission for absences from the office of the vice president for student affairs, nor
 - **5.4.4 Appeal of the Faculty Member's Decision** If the student has evidence that a faculty member has not excused an absence which should have been excused within the guidelines stated above, the student can appeal the decision of the faculty member to the chairperson of the department and/or dean of the college or school in which the course was offered.
- University sponsored activities must be excused
 - Exceptions:
 - Previously announced departmental policy and the faculty member has been informed in advance of the intended absence.
 - Emergency, Special Circumstances, or Illness
- <http://www.etsu.edu/senate/facultyhandbook/section5.aspx#attendance>
- Check with program coordinator for policy for individual program

Required Attendance Reporting

- When: Due date will be provided; it is variable
- Why: Makes a significant difference in the financial aid eligibility of many students and the institutions avoidance of financial liability.

- How: Through Goldlink – see instructions on jump drive and D2L adjunct site (or see below)
 - Log into Goldlink via the direct link at the top of ETSU’s homepage (<http://www.etsu.edu/etsuhome/>) or <http://goldlink.etsu.edu>
 - Enter your username and password (the same as what you use for your ETSU email account)
 - Click the “My Faculty Info” tab
 - In the middle of that page you will see “Faculty Tools” and a brief list. You should see “Attendance” or “Attendance Reporting” there.
 - Select the correct term and click submit. This then should pop up your classes for the selected term. Be sure that there is not a second page. If there is, be sure to hit “Submit” before moving on to the second page or your changes will not be saved.