



Attendance

Responsible Official: Provost

Responsible Office: Office of the Provost

Policy Purpose

The purpose of this policy is to define expectations for class attendance and provide guidelines for make-up exams and coursework necessitated by excused absences.

Policy Statement

A. General

1. East Tennessee State University affirms the value of class attendance as a significant factor in student success.
2. Failure to attend and participate in class regularly can affect student learning, achievement of course objectives, and progression through an academic program.
3. ETSU does not specify a maximum number of class absences as university-wide policy, but each department within the university has the right to set a maximum number of absences permitted during an academic term.
4. To assist ETSU in complying with federal regulations pertaining to financial aid, faculty members are required to report student non-attendance at the start of each academic term.

B. Class Attendance

1. The instructor shall include the attendance policy on the course syllabus so that all students will be fully informed of their attendance responsibilities, including penalties that will be imposed for failing to meet these responsibilities.
2. Any departmental absence policy must be approved by the dean of the school/college.

C. Excused Class Absences

1. Excused absences shall not be included in the calculation of participation or attendance grades.
2. Students must be allowed a reasonable opportunity to complete all assignments and examinations missed because of excused absences. Make-up assignments and examinations shall be of comparable difficulty to the original assignment or examination.
3. In the circumstances detailed below, student absences will be excused:
 - a. Absences Occasioned by University-Sponsored Events: University-sponsored events include those sponsored by a university department or by a student organization officially recognized by the university. It is the responsibility of the student, with the approval of the faculty or staff sponsor of the event, to inform the course instructor of the upcoming absence. This information may be provided by giving a Class Absence Authorization Form to the instructor. Class Absence

Authorization Forms can be obtained from the Division of Student Life and Enrollment.

- b. Absences Due to Military Service: The University values the contributions and obligations of students serving in Active Duty, Reserve, or National Guard military service. Course instructors must excuse absences for participation in officially documented military assignments. Students will work with the ETSU Office of Veterans Affairs to provide faculty with proper documentation of military service.
- c. Absences Due to Religious Observance: Instructors must accept a student's assertion of the need to be absent from class for religious observance. Students must provide the instructor with written notice of required absences within the first 14 calendar days of the regular 15-week term. Comparable deadlines will apply in summer and winter terms and courses that meet on an alternate calendar.
- d. Death of an Immediate Family member: ETSU students are permitted to miss up to three days of class due to the death of an immediate family member. An immediate family includes: 1) spouse; 2) child or step-child; 3) parent or step-parent, foster parent, parent in law; 4) sibling(s); 5) grandparents and grandchildren; and 6) other members of the family that reside within the home. Faculty may require documentation of the death of the family member.

D. Absences Due to Emergency, Special Circumstances, or Illness

Instructors should exercise their professional judgment when students are absent due to circumstances other than those listed above. In case of an emergency (e.g., death in the family or illness) absence from class may be excused, and the student allowed reasonable opportunity to complete all assignments and tests missed. In such cases it is the responsibility of the student to explain the situation to the faculty member as soon as possible.

E. Violation of the Attendance Policy

If a student has evidence that an instructor has violated this policy, the student should discuss the violation with the chair of the department. Student misrepresentation of an excused absence constitutes academic misconduct.

Authority: N/A

Definitions

Policy History

Effective Date: August 24, 2020

Revision Date: N/A

Procedure (s)

Procedure History

Effective Date: August 24, 2020

Revision Date: N/A

Related Form(s)