



Attendance and Participation Considerations

- Proactively think through your class attendance and participation policy and how to handle different scenarios. Set some markers ahead of time and include them in the syllabus-for example what would an excessive amount of absences, even if excused, be? Being proactive rather than reactive when you might be in a frustrating situation will help to make sure that you are equitable in your mindset and applying similar policies to all students.
- Clearly describe how attendance and participation contributes to the grade and provide guidance for how to seek accommodations through DRS. Invite students to contact you and share their status in the approval process, if they are awaiting documentation. Provide accommodations in advance of DRS, to the best of your ability, and work with students to stay on track.
- Add an inclusive and welcoming statement about how to communicate absences. An example: "Though attendance is tied to your success in this class, I understand that sometimes unavoidable conflicts may arise. If you must miss class, for any reason, please contact me as early as possible at my email (xxx.xxx@ucdenver.edu). Please share the reason you are missing. I will return your email within x days with feedback on what you may have missed and ideas for how you can learn more about the content covered. If you miss a class period during which there is a graded assignment like an exam or presentation, be sure to attach any documentation that you believe is relevant to support an excused absence. Make up opportunities for missed graded assignments will be allowed for excused absences, as defined in the CU Denver Student Attendance and Absences Policy (<https://www.ucdenver.edu/policies/home/7030>)."
- COVID-19 is causing unprecedented and extraordinary personal circumstances and emergencies in our students' lives. Flexibility with enforcing attendance policies and the type of documentation a student is able to provide will be the key to ensure the full access and participation of all students in your courses this fall. Circumstances beyond the current excused absence policy that may be worth excusing and may be difficult for students to document:
 - Personal illness (mental or physical)
 - Family member illness
 - Daycare or school closures (or remote school days) because of illness outbreaks or inclement weather
 - Recommended quarantining due to possible COVID exposure
 - Public transit is not running on time/ according to schedule
 - Internet or power is lost unexpectedly, namely for remote classes

- Proactively think through alternative assignments or means of participating if a student misses class. If a student misses a class session involving participation in a discussion, an alternative opportunity to participate could be offered via a Canvas discussion board or having the student create a short video post. If a student misses a class session involving a quiz or exam, could an alternative assessment like writing a paper on the topic or a different version of the test be considered?
 - [The Center for Excellence in Teaching & Learning](#) is available to be a thought partner in brainstorming alternative assignments that work for your class' needs.

Example rubric for participation and attendance from UNIV 1110

Criteria/Scale	Full Participation (80 points)	Partial Participation (20-80 points)	No Participation (0-20 points)
In-Class Discussion Participation <ul style="list-style-type: none"> • Discussion around in-class lecture • Discussion around previous lectures 	<ul style="list-style-type: none"> • Student asked questions and/or provided comments around the in-class lecture and/or previous lectures in each class 	<ul style="list-style-type: none"> • Student asked questions and/or provided comments around the in-class lecture and/or previous lectures in at least half the classes 	<ul style="list-style-type: none"> • Student did not ask questions and/or did not provide comments around the in-class lecture and/or previous lectures in each class
In-Class Attendance <ul style="list-style-type: none"> • Student attended all course meeting times for the full semester 	<ul style="list-style-type: none"> • Student was present for the full class time for the full semester • If student was absent, the absence was communicated with the instructor at least three days before the class • If the student was absent due to an emergency, the student attempted to notify the instructor as soon as possible 	<ul style="list-style-type: none"> • Student was present for the full class time for most of the semester • If student was absent, the absence was not always communicated with the instructor at least three days before the class • If the student was absent due to an emergency, the student did not attempt to notify the instructor as soon as possible 	<ul style="list-style-type: none"> • Student was not present for the full class time for most of the semester • If student was absent, the absence was not communicated with the instructor at least three days before the class • If the student was absent due to an emergency, the student did not attempt to notify the instructor as soon as possible

List of Contacts for School/College for Attendance Policy Questions

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[The Center for Excellence in Teaching & Learning](#) (CETL@ucdenver.edu) can discuss pedagogical attendance or participation concerns with you.