



Campus Administrative Policy

Policy Title: Student Attendance and Absences

Policy Number: 7030 Functional Area: Student Affairs

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Supersedes: ~~April 1, 1995~~ March 1, 2008 Student Attendance and Absences

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Reviewing Office: ~~Office of the~~ Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: ~~Provost and Executive Vice Chancellor for Academic and Student Affairs~~

Applies to: CU Denver

A. INTRODUCTION

~~Student Ssuccessful performance in college and university courses iis dependent upon regular student attendance and participation in courses. It is the University's expectation TFaculty at theThe University of Colorado Denver expects that students towill participate in every class session., independent of whether attendance is formally part of the course grade. The University recognizes there will be occasions when students must miss classes that contain examinations, graded assignments, experiments or projects, and general class participation. This policy statement addresses the issues of student absences, identifies possible accommodations, and outlines both faculty and student responsibilities. Over the course ofThroughout any given semester, however circumstances sometimes preclude students from attending classes. This policy statement (1) dDistinguishes between excused and unexcused absences; (2) outlines the~~

responsibilities of faculty and students as they relate to absences, and; (3) ~~e~~Establishes-
grievance and appeals processes.

The University also recognizes that excessive ~~excused~~ absences ~~will~~could ~~may~~ make it impossible to evaluate a student's performance in a course. ~~in a class based on attendance and participation-
or in a class with multiple missed graded assignments.~~ Under these circumstances, an administrative solution should be explored including with the student to drop or -withdraw ing-
from the course(s) before -the end of the semester.

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B. ABSENCES DUE TO DISABILITY

1. Students who miss class(es) because of diagnosed disabilities are governed by accommodations determined by s the CU Denver Office of Disability Resources and Services. ~~who miss classes absences [S11] because of diagnosed disabilities are governed by policies established [S12] by the CU Denver Office of Disability Resources and Services.~~
2. Students who miss one or more a small number of classes because of a temporary disability, —such as a sudden [S3] illness illness, are subject to policies in this administrative document.

C. EXCUSED ABSENCES

1. Excused absences are authorized by the University. Below is a non-exhaustive list of selected examples of both anticipated and unanticipated excused absences. Anticipated excused absences must be cleared with the instructor prior to the event, and optimally religious observances must should be declared at the beginning of the semester but no later than two weeks prior to the anticipated absence. Unanticipated or emergency absences may be excused at the instructor's discretion however

Examples of Anticipated Absences

Military service obligation

Jury duty

Court appearance

Religious observance

Examples of Unanticipated or Emergency Absences

Illness or injury-

Emergency caregiving

Death of family/friend

Transportation related (e.g., travel to campus in inclement weather when campus is open)

1. ~~verification by A an independent official must verify unanticipated or emergency excused absences may be required. The course syllabus shall explicate the instructor's unanticipated and emergency absence policy. Examples of excused anticipated and unanticipated or emergency absences and the required documentation and verification that may be required by instructors are offered in the following table:~~

Example of Anticipated Absences — Required Documentation

<u>Official university holiday</u>	<u>No verification required, calendar from Registrar</u>	<u>Official university function</u>	<u>University official authorizing the absence</u>
<u>Required court or jury appearance</u>	<u>Clerk of the Court</u>		
<u>Required military obligation</u>	<u>Copy of orders, or commanding officer</u>		

Religious observances ————— Student initiated request

Examples of Emergency or Unanticipated ————— Required Documentation

Extraordinary illness or injury ————— Physician (student authorization may be required)
Death of family member ————— Copy of death certificate, family relationship
Closed campus/increment weather ————— No verification required
Open campus/increment weather ————— Highway department closed road verification
Required employment travel
Transportation/travel issues ————— Immediate supervisor

~~Other~~ These Instructors may require documentation related to anticipated or unanticipated absences. Instructors shall include in their course syllabus a statement of their course policy related to absences and if documentation is required, specifically which requirements for for they require regarding the ease of the [s]s in their course syllabus. ~~Extraordinary personal types of circumstances may lead to leading to an unanticipated absences. These absences may require independent verification documentation based on circumstances and as deemed necessary by the instructor as outlined in the syllabus. Examples of documentation that instructors faculty may request include: doctor's note, jury summons, military orders, obituary or other similar documents. Absences may be excused without documentation at the instructor's discretion. -xyz~~

2. — The student should notify the instructor in advance of anticipated absences and as soon as reasonably possible after an unanticipated absence but no later than one week after the unanticipated absence. Upon failure of the student to notify the instructor in advance of an (anticipated absence) or one week after an unanticipated absence immediately upon return (emergency), the instructor may consider the absence as —unexcused. Instructors have the right to (can?) ask for written, independent verification of an excused absence before classifying the absence as excused, or before providing any accommodations for the absence.

Students are responsible for identifying anticipated absences at the beginning of the semester as soon as possible but no later than two weeks prior to the absence(s) in order to give instructor time to mentor the student about possible accommodations and to provide counseling about whether the student should continue in the class. Students who know in advance about numerous excused absences should avoid, when possible, courses with required attendance or courses in which attendance is part of the course grade.

3. —————

- ~~2. The lack of attendance or class participation as a result of~~ Excused absences cannot be counted against a student in a class with required attendance or participation; Instructors may offer deadline extensions or require alternative assignments for work missed due to excused absences
- ~~4.3. unless such~~ If excused absences are so numerous as to interfere with the learning process or ~~to~~ preclude an adequate evaluation of student performance, ~~in which case~~ an administrative solution should be explored.
- ~~5. The lack of academic performance from~~ Missed assignments that result because ~~off from~~ an excused absence cannot be counted against a student; unless such ~~excused absences~~ absences are so numerous as to interfere with an adequate evaluation of student performance; in which case an administrative solution should be explored.
- ~~6.4.~~ Students are responsible for materials covered in missed classes; ~~missed during an excused absence.~~ It is the student's responsibility to verify excused absences and to contact the instructor for completing missed materials and assignments.
- ~~7.5.~~ For students with excused absence(s), faculty members will provide accommodations consistent with the number of assignments missed, course objectives ~~pedagogy of the discipline~~, and time frame available. Any makeup accommodations must be at a time and place mutually agreeable to the instructor and student. Accommodations should be relevant to the materials for which ~~are restricted to material(s) for which~~ the student was originally responsible. Accommodations may include, but are not limited to, the following:
- a. appropriate substitute assignments, examinations, quizzes, or projects
 - b. assignment of individual extra credit equivalent to the missed graded assignment(s)
 - c. reweighting ~~recalculation~~ of grade percentages based on remaining assignments
- ~~8.6.~~ Students who abuse the excused absence policy or provide false documentation are in violation of the CU Denver Academic Honor Code and may be subject to disciplinary action.

D. UNEXCUSED ABSENCES

1. Student absences that do not meet the criteria for an excused absence are classified as unexcused.
2. Faculty are under no obligation to allow students to make up work (e.g.,

~~assignments, tests, quizzes) or provide grade adjustments, or to provide any grading adjustment for, a for missed work assignment resulting from unexcused absences. as a result of an unexcused absence. Instructors may have class policies that lower a student's grade because of unexcused absences.~~

3. ~~Faculty should not award an Incomplete grade (IW/IF) to students who claim~~

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~~excused absences but fail to provide requested verification, if requested.~~

~~4.1. A student who believes a faculty member's attendance policies are inconsistent with University policies or unfair for the circumstances, should discuss the situation with the instructor.~~

E. RELIGIOUS OBSERVANCES

~~1. While CU Denver is a public institution governed by secular policies, instructors, however, have a legal and moral obligation to accommodate students who must miss a class because of religious observances. Instructors are encouraged to plan examinations and graded assignments to minimize conflicts with major religious holidays. Students must should optimally notify instructors at the beginning of the semester, but no less than two weeks prior to the absence(s) -resulting from about religious observances -conflicts with graded assignments outlined in the syllabus.~~

~~2. Instructors are only responsible for providing accommodations for work occurring on religious holidays and observances. Students are responsible for completing work (e.g., assignments, tests, quizzes) that may occur around but not on religious holidays and observances.~~

~~1. —~~

~~2. Students and instructors are encouraged to exercise sound judgment pertaining to absences associated with the observance of religious, or ethnic, holidays.~~

F. FACULTY RESPONSIBILITIES

~~1. Instructors are required to provide students with a course syllabus on the first day of class. Faculty members are required to provide a course syllabus to students at the first class meeting. The syllabus must indicate clarify how attendance will and participation affect, if at all, the a student's course grade. The syllabus must identify fixed dates for examinations and fixed due dates for graded assignments.~~

~~2. Faculty shall include in the syllabus information regarding academic accommodations for students with disabilities. Faculty shall not (are not required to?) provide attendance accommodations to students with disabilities without a current approval letter from the CU Denver Office of Disability Resources and Services.~~

~~2. For courses in which attendance is part of the course grade, faculty members must identify how attendance will be taken and must clarify the difference between an absence and being tardy.~~

~~3. For courses in which participation is part of the course grade, faculty members must identify how participation will be evaluated and must accommodate participation related to excused absences.~~

4. If absences are so numerous that they compromise the evaluation of student performance, the faculty member should inform the student of the drop or withdrawal deadline.
3. ~~Faculty are strongly encouraged to use a daily, written record for student attendance when attendance is part of the course grade.~~
4. ~~Clarify how participation will be evaluated. Faculty are strongly encouraged to communicate student performance based on participation, just as with any graded assignment.~~
5.
6. ~~Faculty have a responsibility to solicit information from student's information about planned or anticipated absences. If such planned absences are so numerous the evaluation of student performance is compromised, the faculty member has a responsibility to inform the student in advance of the census date drop deadline.~~
7. ~~Faculty have a responsibility to meet every class period during the semester or term. Faculty should make every effort to seek class coverage from another faculty member because of professional travel or for short term illness.~~

G. GRIEVANCES AND APPEALS

A student who believes a faculty member's attendance policies are inconsistent with University policies

A student who wishes to appeal an unexcused absence or excused absence accommodation should initially appeal to the instructor. ~~or unfair for the circumstances, should discuss the situation with the instructor.~~

G.1.

~~1.2.~~ If a resolution is not reached with the instructor a ~~Either the~~ student may ~~further or faculty member may~~ appeal an unexcused absence or excused absence accommodation to the ~~department~~ chair of the ~~registered department offering~~ the course.

~~2.3.~~ If further appeal is deemed necessary by the student or faculty member~~er~~, the appropriate associate dean of the college in which the course is offered, which may not be the student's home college, will make the final decision.

~~3.4.~~ Each level of appeal must be made in writing no later than five calendar days from the date of the prior decision. Final Decisions at each level of appeal regarding an appeal shall be sent to the student, in writing, no more than five days from the date the appeal is received.

~~4.~~ ~~Either the student or faculty member may appeal an excused absence based on religious observances to the department chair of the department offering the course. If necessary, the associate dean in the college in which the course is offered will make a final decision.~~

5. Once a grade is awarded at the conclusion of the term, a student may appeal a grade impacted by~~based on~~ absences ~~only~~ through the policies and procedures ~~developed~~ in of their home college.

Notes

1. Dates of official enactment and amendments:
April 1, 1995: Adopted by the Provost
March 1, 2008: Updated and reinstated
April 30, 2019: Modified
January 11, 2021 Updated
2. History:
April 30, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: April 1, 1995

4. Cross References/Appendix: N/A

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