

Internal Governing Policies

#43 - Class Attendance

Approved: August 3, 2009

Nomenclature change: June 4, 2018

Monitor: Vice President for Academic Affairs

Students are expected to attend class meetings as scheduled. When an absence does occur, the student is responsible for the material covered during the absence. When possible, the student should notify the instructor in advance of an anticipated absence.

Instructors will grant make-up privileges (when make-up is possible) to students for properly verified absences due to illness, emergency, participation in an official University activity, or participation in volunteer emergency work ([110 ILCS 122/](#)); and such absences will not militate against students in classes in which attendance is used directly in determining final grades. It is the student's responsibility to initiate plans for make-up work and to complete it promptly. If in the instructor's judgment the duration or number of absences renders make-up unfeasible, the instructor may contact the Vice President for Student Affairs and the Department Chairperson to determine an appropriate action.

Except for the above stipulations, each instructor sets his or her own policy with respect to class attendance and make-up work; and excuses for absences are handled between the instructor and the student. At the beginning of each grading period, the instructor shall announce, in writing, his or her policy regarding absence, make-up and late work. Instructors planning to use attendance directly in determining final grades must have written department approval and must indicate this intention and the reason, in writing, on the first day of class.

A student whose instructor requests verification of a illness treated by the Health and Counseling Services, Medical Clinic may request a documentation of the visit to share with the faculty member. If a student establishes a record or pattern of absences of concern to the instructor, the instructor may ask of the Vice President for Student Affairs that inquiries concerning the absences be made. The Vice President for Student Affairs also serves as the University contact person when catastrophic events result in extended student absences.

Any student who feels that he or she has been treated unfairly concerning absences or has been misinformed by a faculty member regarding that instructor's absence policy shall have the right to appeal through the department Chairperson, or in the event the instructor is the Chairperson, through the appropriate Dean.

CAA Approval: April 23, 2009