

Attendance Policy

WHEREAS the University community recognizes that faculty are best situated to evaluate when attendance is essential to effective learning in their classes; and

WHEREAS the University community privileges academic learning in the classroom setting but also encourages learning and personal development beyond the classroom; and

WHEREAS, a non-class experience may have benefits that outweigh the negative consequences of missing class; and

WHEREAS the University community recognizes that non-class activities are an integral component of the college experience; and

WHEREAS an articulation of campus principles should lead to a better understanding of the attendance policy and clearer application of that policy;

BE IT THEREFORE RESOLVED that the University governance bodies formally adopt the following attendance policy:

ATTENDANCE POLICY

A student is expected to be present at all classes. Regular class attendance is necessary in order for a student to achieve the desired standard of academic achievement. Irregular attendance normally results in lower levels of achievement.

It is University policy that each instructor determine and communicate the attendance requirements for the class (See the Faculty and Student Handbooks for "University Attendance Policy Guidelines"). Only the instructor can excuse missed classes or assignments. An Attendance Policy Appeals Committee exists to hear appeals if a student cannot resolve his or her situation with the instructor and/or Division Head.

An appeal of the instructor's application of the attendance policy will not be sustained unless there is clear and convincing evidence that it was applied in an unreasonable manner or is in violation of widely held ethical or legal principles.

AND BE IT FURTHER RESOLVED that this language be included to the Academic Procedures section of the next General Catalog.

AND BE IT FURTHER RESOLVED that instructors make their attendance policy available to students in writing within the first week of class.

AND BE IT FURTHER RESOLVED that the Attendance Policy and guiding principles be published in any revised edition of the Faculty Handbook, Student Handbook and included in New Faculty Orientation.

AND BE IT FURTHER RESOLVED that an Attendance Policy Appeals Committee be appointed by the Undergraduate Council to hear student appeals and that the committee consist of three faculty, one student, and the chair of the Academic Standards Committee.

This Attendance Policy goes into effect Spring 2003 Semester.

Truman State University Attendance Policy Guidelines and Principles

- Truman State University, Missouri's only highly selective public liberal arts and sciences institution, is predicated upon promoting a superior academic experience based upon regular classroom attendance.
- Truman State University entrusts the faculty with the responsibility of determining how absences will affect student grades.
- The University recognizes that the instructor is in the best position to judge which educational activities are most critical in achieving a course's outcome objectives. The instructor is also best suited to determine what alternate means, if any, may most closely approximate those objectives if the student is unable to participate in the original educational activity/assignment.
- University faculty must strive to ensure that all students in a given class are evaluated equitably.
- University faculty are encouraged, whenever possible, to accommodate students who must miss class for important reasons. These reasons may include family and personal emergencies, special religious observances, and extraordinary opportunities that lie beyond the classroom.
- University faculty should make an attendance policy available to students in a written format within the first week of the class. The policy should be reasonably clear and help students understand how absences might affect their learning and grades. Not every eventuality can be foreseen, and the individual instructor will have to make some judgments beyond the details outlined in the policy.
- Students are encouraged to consult with faculty about absences, in advance if possible, to resolve scheduling conflicts.
- The University community recognizes that on occasion an Absence Policy Appeals Committee may be called upon to review and settle disputes that result from an inconsistent application of the absence policy as articulated in the class and this document. Resort to this option would occur only after the student first seeks a satisfactory outcome with the instructor, and, if that fails, with the Division Head.

Approved by Faculty Senate on August 29, 2002