

RESOLUTION-POLICY

X	Action Item
	For Information Only

From: Dr. Eric Milou, Rowan University Senate President  
To: Dr. Ali Houshmand, Provost  
Date: 5/12/08  
RE: Senate Resolution **080512-3**

**Proposed Revision to Attendance Policy**

Because classroom experiences vary greatly among disciplines, deliveries and instructors, Rowan’s community of learners is best realized when teachers and learners interact in ways deemed appropriate for any particular class. Thus, although what constitutes attendance can differ from course to course, the following applies to all courses:

Responsibilities of Students

- 1) Students are expected to be present at each meeting of each scheduled class for which they are officially registered. Students are responsible for knowing the instructor’s attendance policy as stated in the syllabus.
- 2) Students absent for any of the following reasons
  - Religious observances
  - Official University activities
  - Documented illness
  - Death of a family member or loved one
  - Inclement weather

must inform their instructor with official written documentation before the fact in cases of religious observances and official University activities, or as soon as possible thereafter in cases of illness, death of a family member or loved one, and inclement weather.

Responsibilities of Faculty

- 1) Faculty are expected to keep accurate attendance records.
- 2) Attendance requirements must be part of the syllabus provided to students prior to the end of the drop/add period.
- 3) In the case of #2 under Student Responsibilities, faculty must make reasonable accommodation to provide these students the opportunity to make up their written work, tests, or other assignments at the earliest possible convenient time. In cases where graded classroom activities cannot be repeated, the faculty member will either provide an alternative graded exercise to replace the missed activity or remove the activity from the calculation of the student’s final grade.

- 4) Faculty are under no obligation to make special provisions for students that are absent for reasons other than those listed above.
- 5) Faculty should counsel students who develop a pattern of excessive and unexplained absences, and to request assistance from the Dean of Students if the pattern continues.
- 6) Faculty (singularly or as part of a department or program) may establish additional attendance criteria that are consistent with the above. This may include setting a maximum number of absences for a course—whether excused or unexcused—after which a student fails the course.

Acceptance:

\_\_\_\_\_ I give my approval. I have forwarded this item to \_\_\_\_\_ for implementation.

\_\_\_\_\_ No approval is actually needed. I have forwarded this item to the following individual or office for informational purposes only:

\_\_\_\_\_

ADDITIONAL REVIEW NEEDED:

\_\_\_\_\_ I am willing to give approval if the following modification(s) are made:

\_\_\_\_\_ Before I can approve or reject this item, I need clarification on the following:

\_\_\_\_\_ I have forwarded this item to the following individual or office for further consideration and consultation.

Rejection:

\_\_\_\_\_ I decline acceptance of this item for the following reason:

*Please Return this Copy to the University Senate President ~ Retain a Copy for Your Records*