



Eastern Kentucky University Policy and Regulation Library

4.1.6

Volume 4, Academic Affairs

Chapter 1, Academic Practices

Section 6, Student Absence from Class

Approval Authority: President

Responsible Executive: Provost or Deans

Responsible Office(s): Departments, Colleges,
Provost Office

Effective: December 10, 2014

Last Revised: December 10, 2014

Issued: November 6, 1967

Next Review Date:

Student Absence from Class

Policy Statement

Regular class attendance or online participation is expected of all students. Each instructor must adhere to the attendance policy established by the department committee on academic practices, which shall be consistent with the University regulation and approved by the college dean.

Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first class meeting. In general, excusable reasons for absence from class may include illness; serious emergencies; special curricular requirements (e.g., field trips and professional conferences); military obligation; inclement weather conditions; religious holidays; court-imposed legal obligations; approved accommodations by the Office of Services for Individuals with Disabilities; medically necessary absences due to pregnancy or childbirth; and participation in official university-sponsored activities. Faculty members should consider excusing absences in situations involving harassment or trauma in which an excused absence or alternative assignment is recommended to the faculty member by the Dean of Students, the Title IX Coordinator, or the Office of Equity and Inclusion. Absences from class for bereavement must be excused if involving a mother/father (to include step mother or father); a brother/sister (to include half brother or sister); a spouse; a sponsored dependent; a child (to include step child); a grandparent or grandchild; in-laws of the same kind; other persons with whom the student has a "loco parentis" relationship. Other reasons also may be approved. Students should be prepared to provide appropriate verification of any absence. In the case of excused absences, student should be provided an opportunity to make up class work missed as is feasible.

To the extent possible, students should notify the instructor in advance of an absence. Students are encouraged to complete scheduled assignments prior to the absence when possible. If students cannot give advance notice of an absence, they should notify the instructor as soon as possible of the reason for the absence with appropriate documentation.

Students who are to be absent for participation in activities sponsored by the University (e.g., a class, University athletics program, Student Government Association or sponsored organization) and approved by the Dean of the college/unit in which the activity occurs (or the Provost if the sponsoring organization is outside of an academic college/unit) shall show their instructors the official notice of such approval; the Athletics Office shall provide notice for absences due to University athletic activities. Such notice does not constitute an excuse from meeting course requirements; rather, it is an explanation of the fact that the activity has been approved as legitimate use of the school day. In the case of such absence, the student shall be provided an opportunity to make up class work missed. Sponsored Organizations include Student Government Association and Sponsored Student Organizations but do not include Voluntarily-Affiliated Student Organizations or Non-Affiliated Student Organizations.

Faculty members or University sponsors scheduling activities which will necessitate students being absent from classes shall:

- A. Complete Part I of the University Activity Involving Student Absence from Classes form to secure approval of the activity by the department chair/unit head and the dean, or the Provost when necessary.
- B. After the completion of the approved activity, complete Part II of the University Activity Involving Student Absence from Classes form. Distribute the completed and signed form to their students, ensuring all students listed participated in the approved activity. Students may use this form as documentation for absences in other classes.

Students who are unable to resolve an absence issue with the instructor may appeal to the Department Chair/Unit Head. The Department Chair/Unit Head's decision is final.

Entities Affected

- Colleges
- Departments
- Faculty
- Students
- Provost
- University Sponsored Organizations

Definitions

- **In Loco Parentis:** The student has the day-to-day responsibilities for the care and financial support of a child or persons who had such responsibility for the student when the student was a child. A biological or legal relationship is not necessary.

- **Non-Affiliated Student Organization:** These RSOs have no access to University support and benefit. These RSOs have chosen not to affiliate with the University and are NOT agents of the University. These RSOs will essentially be treated as any other groups external to the University.
- **Registered Student Organization (RSO):** A student organization operating upon the University’s campus that has met the minimum requirements to be recognized as one of the three types of student organizations set forth in this policy.
- **Sponsored Dependent:** An individual who shares primary residence with the ECU student and has lived with the ECU student at least twelve months prior to the bereavement absence, is at least the age of majority, is not a relative and is not employed by the ECU student.
- **Sponsored Student Organization:** These RSOs are closely linked to the University and as a result would have the greatest level of University support and benefits in exchange for significant accountability to the University in areas such as legal compliance, fiscal responsibility and adherence to established community standards.
- **Voluntarily-Affiliated Student Organization:** These RSOs have a basic level of access to University support and benefits in exchange for basic accountability to the University. These RSOs have chosen to affiliate with the University but are NOT agents of the University.

Relevant Forms

University Activity Involving Student Absences from Class

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Review and Approval

Policy Revised

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
December 10, 2014	President Michael T. Benson	Adopted
November 5, 2014	Provost Council	Approved
October 6, 2014	Faculty Senate	Approved
May 15, 2014	Council on Academic Affairs	Approved

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
January 24, 2014	Executive Assistant to the Provost	Editorial Revision
April 24, 2012	Executive Assistant to the Provost	Editorial Revision
Unknown*	Unknown*	Unknown*
November 6, 1967**	Faculty Senate	Adopted
May 11, 1964	EKU Faculty	Adopted
October 9, 1961	EKU Faculty	Adopted
November 4, 1940	EKU Faculty	Adopted
October 3, 1938	EKU Faculty	Adopted
October 3, 1932	EKU Faculty	Adopted
October 5, 1931	EKU Faculty	Adopted
November 9, 1925	EKU Faculty	Adopted

Regulation Issued

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
March 18, 1918	EKU Faculty	Adopted

*Revision delegated to departments ability to regulate class attendance

**First time regulation on official activities necessitating absence from class also appears