

University of Louisiana at Monroe Class Attendance Regulations/Excused Absences

(Reference: 2008-2009 Student Policy Manual and Organizational Handbook)

Students:

1. Class attendance is regarded as an obligation and a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the University.
2. Any student who is not present for at least 75% of the scheduled class sessions in any course may receive a grade of W if this condition occurs prior to the last day to drop a course or a grade of F after that date.
3. Any University-related activity requiring an absence from class will count as an absence when determining if a student has attended 75% of class meetings.
4. Students are responsible for the effect absences have on all forms of evaluating course performance. Thus, the student is responsible for arranging the allowed make up of any missed work.

Faculty:

1. Instructors shall keep a permanent attendance record for each class. These records are subject to inspection by appropriate University officials and should be available at all times.
2. Attendance of class meetings may not constitute more than 10% of the course grade unless justified by the instructor and approved by the department head and dean.
3. Faculty members are required to state in writing and explain to students their expectations in regard to class attendance during the first class meeting or by the last day to add (third official day of classes).
4. Faculty members are expected to work with students to allow for completion of classwork and assignments if the student's absence results from his/her required participation in a University-sponsored activity provided that, prior to the absence, the student makes arrangements to complete all missed work.
5. Students are usually allowed to make up work and/or tests missed because of serious illness, accident, or death in the family. Staff members in the Division of Student Life and Leadership will make every effort to inform the faculty member concerning class absences on behalf of the student in these instances.

Department of Athletics Missed Class Policy

Sport schedules will be developed with the goal of minimizing the number of classes a student-athlete will miss due to competition. The Director of Athletics will review annually every sports schedule to determine the feasibility of the travel schedule. Additionally, each semester the Director of Athletics will present the sport schedules and class schedules of student-athletes to the Faculty Athletics Representative and University Athletic Council for review and approval. This policy is intended to guide the scheduling of athletic competition and does not in any way supersede the policies or requirements of instructors of classes in which student-athletes are enrolled.

1. Student-athletes will take into consideration their practice and competition obligations when scheduling classes in order to minimize class absences.
2. Student-athletes are required to attend all class periods except for those they are unable to attend due to competition-related activities.
3. Student-athletes who will miss class due to participation in intercollegiate athletics will provide advance notice of absences to their instructors and will be responsible for submitting all assignments on time. Advanced arrangements will be initiated by the student-athlete for any tests/quizzes that will be missed.
4. Off-campus competition will be strongly discouraged during any final examination period that concludes a semester. The only exception will be Sun Belt Conference post-season and NCAA championship competitions. However, every reasonable effort will be made by University representatives to influence the scheduling of those events to minimize the conflict with final examination periods.
5. Student-athletes shall not miss regularly scheduled classes for any practice activities. The only exception is for any practice that is held in conjunction with an away from home contest.