

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 7.000
<b>7.005 Student Attendance</b>	<b>Student Affairs, Education &amp; Funding</b>

**Policy Statement.** The University of North Texas at Dallas ("UNTD" or "the University") recognizes that student success is promoted by the expectation of regular attendance and participation in class.

**Application of Policy.** This policy applies to all students

**Definitions.**

1. Active Military Service. "Active Military Service" includes active military service performed by a member of the Texas National Guard or the Texas State Guard.
2. Reasonable Time. "Reasonable Time" means no fewer than 10 days.
3. Religious Holy Day. "Religious Holy Day" means a holy day observed by a religion whose place of worship is exempt from state property tax.
4. Student. "Student" includes students enrolled in distance education, self-paced and other asynchronous courses.

**Procedures and Responsibilities.**

**Class Attendance.**

1. Responsibility for class attendance rests with students. Regular and punctual attendance at all scheduled classes is expected.
2. Faculty members will clearly state their policy regarding class absence and the impact of absences on course grades on their course syllabi. Absences may lower a student's grade where class attendance and class participation are deemed essential by the faculty member.
3. A faculty member who informs students in writing about the necessity of class attendance may request that the Registrar drop a student from a course with a grade of WF upon the accumulation of the stated number of absences. Instructor drops for non-attendance may be processed up to two (2) weeks prior to the first day of final examinations for the fall or spring semesters and equivalent dates for summer. If the

Instructor-initiated drop action falls within the time the student is eligible to drop with instructor consent and without penalty, the Registrar will notify the student that a WF will be recorded unless the student initiates the drop procedure, in which case a W will be assigned.

### **Excused Absences.**

1. An absence may be excused for the following reasons:
  - a. religious holy day, including travel for that purpose;
  - b. active military service;
  - c. participation in an official university function; or
  - d. illness or other extenuating circumstances.
2. A student is responsible for requesting an excused absence in writing, providing satisfactory evidence to the faculty member to substantiate the excused absence and delivering the request personally to the faculty member assigned to each course.
3. When an absence is excused, the faculty member will provide a reasonable time after the absence for the student to complete the assignment or examination.

### **Student Absence Due to Religious Holy Day.**

A student may be excused from attending classes or other activities, including examinations, for observance of a religious holy day, including travel for that purpose.

1. A student should notify a faculty member of anticipated absence to observe religious holy days as early in the semester as possible.
2. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination.

3. If a student and faculty member disagree about the nature of the absence being for the observance of a religious holy day or about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the faculty member may appeal to the Provost . The student and faculty member will abide by the decision of the Provost .

### **Student Absence Due to Military Service.**

A student will be excused from attending classes or other activities upon providing notice of participation in active military service.

1. A student called to active military service must provide a copy of the student's military order to each faculty member instructing a course in which the student is enrolled.
2. An excused student will not be penalized for an absence due to military service and will be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence.
3. The course syllabus or instructional plan for a course in which a student was enrolled when called to active military service will be retained so that the student may complete the course without prejudice and pursuant to the course requirements that were in effect when the student enrolled in the course upon the student's return from active military service. All course work completed by a student prior to being called to active military service will be retained until the student returns.
4. A student who returns from active military service who will not be able to satisfactorily complete any outstanding assignments or examinations within a reasonable period of time must contact the Office of the Provost to develop a written plan and timeframe for completing all outstanding assignments or to make any other arrangements as may be appropriate under the circumstances
5. The maximum period for which a student may be excused will be no more than 25% (twenty-five percent) of the total number of class meetings or the contract hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.

6. A student returning from active military service who believes that they have not been
6. A student returning from active military service who believes that they have not been given full and fair treatment in accordance with this policy, or all other relevant state or federal laws relating to return from active military service, may seek review by the Provost . The Provost will review the complaint asserted by the student, meet with all university officials who may have knowledge of the circumstances, and attempted to resolve the dispute amicably in accordance with UNTD policy and state and federal law.

**Student Absence for Official University Functions.**

Student absences due to participation in a university function or activity must be approved in advance by the department chair and the academic dean. Within three (3) days after the absence, students must obtain absence cards from the Office of the Provost to be presented to faculty members. Excused students who present authorized absence cards will be permitted to make up missed work when practicable or will be given specialized consideration so that they are not penalized for their absence.

**Student Absence Due to Illness.**

In case of an illness that will require absence from class for more than one (1) week, the student should notify his or her academic dean. The dean's office will inform the appropriate faculty members. In case of class absence due to a brief illness, the student should inform the faculty member directly.

**References and Cross-references.** None.

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