

# Texas A&M International University

## Attendance Rule

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The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments. Instructors are expected to give adequate notice of the dates on which major tests will be given and assignments will be due. Graduate students are expected to attend all examinations required by departments or advisory committees as scheduled formally.

- 1.1 The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following: (see 1.2)
  - 1.1.1 Participation in an activity appearing on the university authorized activity list.
  - 1.1.2 Death or major illness in a student's immediate family.
  - 1.1.3 Illness of a dependent family member.
  - 1.1.4 Participation in legal proceedings or administrative procedures that require a student's presence.
  - 1.1.5 Religious holy day. (See Appendix I)
  - 1.1.6 Illness that is too severe or contagious for the student to attend class.
  - 1.1.7 Required participation in military duties.
  - 1.1.8 Mandatory admission interviews for professional or graduate school which cannot be rescheduled.
- 1.2 The student is responsible for providing satisfactory evidence to the instructor within one week of his or her absence return to substantiate the reason for absence. If the absence was excused, the instructor must either provide the student an opportunity to make up the exam or other work missed or provide a satisfactory alternative completed within 30 calendar days from the date of absence.
- 1.3 Students who miss class due to Authorized Absences are responsible to identify their absences to their faculty as far in advance of their absence as possible.
- 1.4 If the student is found to be too ill to attend class by the campus Nurse Practitioner or campus physician, the director of the Student Health Services will, on request of the student, confirm this fact.
- 1.5 If an off-campus licensed physician provides evidence of a student's illness, the excuse documentation must contain the date and time of the illness and doctor's opinion that the student was too ill to attend class. If a physician determines that the student is not ill, he or she will not receive an excuse. If no evidence is available, the instructor will decide whether makeup work will be allowed.
- 1.6 The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.
- 1.7 Whenever a student is absent for unknown reasons for an extended period of time, the instructor may report the absence to the Dean of Student Services.

## Texas A&M International University

### Authorized Absence Procedures

Authorized Activities are official university absences. These absences are for activities that are:

1. Required due to mandatory participation in a university activity,
2. or necessary as a requirement for an official class.

In order to compile and distribute information regarding these absences, requests for authorized activities should be initiated and approved as far in advance as possible -- at least a month prior to the semester if at all possible. An Authorized Activity Form must be completed and be routed to the academic dean, the Dean of Student Services, or the Provost as outlined below (forms available in the Office of Student Life, SC 118 or, downloaded from the TAMIU website):

' *Absences due to official class activity.*

1. The instructor of record completes the Authorized Activity Form .
2. The form is then submitted to the department chair for him/her to review then forward to the respective academic dean for consideration.
3. The approved form (paper copy with original signatures) is then sent to the Office of Student Life, SC 118. Authorized Activities not approved for authorized absences will have the form returned to the department chair who returns the form to the requesting faculty.
4. The Office of Student Life compiles and distributes information regarding university authorized activities via monthly e-mail to faculty and administrative staff.

' *Absences due to non-academic activity.*

1. The instructor/advisor of this group completes the Authorized Activity Form.
2. The form is then submitted to the Dean of Student Services in KL 160.
3. The approved form (paper copy with original signatures) is then sent to the Office of Student Life, SC 118 for posting. Authorized Activity Forms not approved for authorized absences are returned to the instructor/advisor.

' *Absences due to Athletic Activities*

1. The team coach fills out an Authorized Activity Form
2. The form is then given to the Athletic Director to review and revise if needed.
3. The form is then routed to the Provost for approval.
4. Approved forms (paper copy with original signatures) are sent to the Office of Student Life, SC 118, for posting.

Questions regarding Authorized Absences should be directed through the appropriate reporting channels (chair, dean, provost) to ensure the student receives the excused absence and make up work is given in accordance with Rule 1.2.

(11-18-02)

Appendix I

Excused Absences for Religious Holy Days

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS: SECTION 1. Chapter 51, Education Code, is amended by adding Section 51.911 to read as follows:

SECTION 51.911. RELIGIOUS HOLY DAYS.

(a) In this section:

“Institution of higher education” has the meaning assigned by Subdivision (7) of Section 61.003 of this code, but includes the Southwest Collegiate Institute for the Deaf and Texas State Technical Institute.

“Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

(b) An institution of higher education shall allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day after the first day of the semester, the student notified the instructor of each class the student had scheduled on that date that the student would be absent for a religious holy day.

(c) The notification provided by Subsection (b) of this section shall be in writing and shall be delivered by the student personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class.

(d) A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.