

Policies of the UNT Dallas College of Law	Chapter 7.000
7.305 Student Attendance	Student Affairs, Education & Funding

Policy Statement. The UNT Dallas College of Law (COL) recognizes and affirms Standard 304(d) of the ABA Standards for the Approval of Law Schools, which states that “a law school shall require regular and punctual class attendance.”

Application of Policy. All COL students

Definitions.

1. **Active Military Service.** “Active military service” includes active military service performed by a member of the Texas National Guard of the Texas State Guard.
2. **Reasonable Time.** “Reasonable time” means no fewer than 10 calendar 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.

A. Class Attendance -

1. Students must attend all classes as scheduled, and must arrive on time.
2. The impact of unexcused absences on course grades must be provided on every course syllabus. An instructor may unilaterally drop a student from a course with a grade of WF upon the accumulation of the number of unexcused absences identified in the course policy. 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 drop for non-attendance falls within the period when a student may drop a course with an instructor’s consent and without academic 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.

B. Excused Absences –

1. A student may request an excused absence from a course for the following reasons:
 - a. To observe a religious holy day, including travel for that purpose;
 - b. To respond to a call to active military service;
 - c. To participation in an official COL function; or
 - d. Due to illness or other extenuating circumstance
2. The student must request an excused absence in writing, and must provide any substantiating evidence to the instructor assigned to each course for which an excuse is requested.
3. When an absence is excused, the instructor will provide a reasonable time after the absence for the student to complete any missed assignment or examination.

C. Absence Due to Religious Holy Day.

1. A student anticipating an absence for observance of a religious holy day should notify the instructor of the anticipated absence as early in the semester as possible.
2. A student excused to observe a religious holy day 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 instructor may take appropriate action if a student fails to satisfactorily complete an assignment or examination.
3. If a student and instructor disagree about the nature of the absence as an observance of a religious holy day or 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 Associate Dean for Academics. The decision of the Associate Dean for Academics is final.

D. Absence Due to Active Military Service.

1. A student called to active military service must provide a copy of their military order to each course instructor in which the student is enrolled.
2. An excused student will not be penalized for an absence due to military service and will be permitted 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 Associate Dean for Academics to develop and 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 services who believes that have not been provided 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 Associate Dean for Academics. The Associate Dean for Academics will review the complaint asserted by the student, meet with all COL officials who may have knowledge of the circumstances, and attempt to resolve the dispute amicably in accordance with COL policy and state and federal law.
- E. **Absence for Official College of Law Functions** - Student absence due to participation in a COL function or activity must be approved in advance by the Assistant Dean of Students. Excused students 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.
- F. **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 the Assistant Dean of Students. 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.

Approved: 07/07/14

Effective: 07/07/14
Revised: