

## **MISSED CLASS POLICY**

*This does not replace the existing university policy on class attendance (in Some Academic Standards and Practices at Central Michigan University). It merely supplements that policy in the following specific cases.*

Students are expected to comply with an individual instructor's established attendance policy, and they should avoid classes where there would be significant absences. In the case of an absence due to required attendance at a university-sponsored event such as a department trip, performing arts activity, ROTC function, or athletic competition, reasonable attempts should be made by faculty members to allow the student to make up missed work. Students are responsible for completing the work assigned or due on the days they are absent for these events. Both the sponsoring unit and the student should inform the faculty member as soon as possible in the semester so arrangements can be made for completing missed assignments or tests. The student is required to provide each instructor with an official notification in advance of the absence (e.g., a letter from the department chair or the coach). Optimally, this would be done by the third week of the semester, at the latest, so that the necessary arrangements for missed work can be made well in advance.

Approved by the Executive Board of the Academic Senate, November 14, 1997 and forwarded to the Academic Senate for action

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(From *Some Academic Standards and Practices at Central Michigan University*, [4/95]):

## **CLASS ATTENDANCE**

Upon the assumption that class attendance is a responsibility shared by adults, as teachers and class members, there is no university-wide regulation requiring attendance by students, or requiring the instructor to excuse absences from classes or examination. Individual instructors may establish their own class attendance regulations, but those that they do establish need to be reasonably and fairly applied.

Faculty have the right to consider a student's attendance in class in assigning grades and may lower grades if the student's absence warrants this action. Faculty also may require students to notify them of the cause of an absence, in advance of the absence, if possible. The instructor may choose to guide the student in making up work losses due to absences, if the student requests such assistance. However, this does not obligate faculty to provide such assistance. If a faculty member is unsure about how to provide guidance to a student, he or she may seek assistance through the College or Graduate Dean's office or may refer the student to the Office of Student Life. The Office of Student Life will assist students in notifying instructors when absences are expected to extend for more than one week.