

**2030: Course Attendance**

**Summary of Key Changes**

The Procedure has been updated as follows:

- [Update Language](#)
- Xxx; [Update location of forms](#)
- Xxx. [Update information provided to instructor for illness](#)

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# STOCKTON UNIVERSITY



## PROCEDURE

### Course Attendance

Procedure Administrator: Provost  
Authority: NJSA 18A:62-4.2, Higher Education Opportunity Act of 2008, Public Law 110-315 Section 487, Title IX of the Educational Amendments of 1972  
Effective Date: June 4, 2014; August 31, 2020; TBD  
Index Cross-References: II-30 – Course Attendance Policy  
Procedure File Number: 2030  
Approved By: Dr. Harvey Kesselman, President

#### 1. Course Attendance

Course attendance is an individual student responsibility where students are expected to attend class meetings, interact with faculty and students in face-to-face, hybrid and online courses, and complete all assignments as determined by instructors in a course syllabus.

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Faculty are expected to provide a course syllabus on or by the first day of the course that identifies major exam(s), assignment dates and information regarding their class or online course attendance policies and requirements. Faculty are also expected to explain how attendance and/or online course participation or interaction will relate to the final course grade and how authentication of unavoidable absences needs to be documented.

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Notwithstanding an instructor's attendance policy, students receiving financial aid may be subject to attendance confirmation requirements specific to the type of aid received. See Office of Financial Aid – Enrollment Verification and Terms and Conditions of Financial Aid Awards.

#### 2. Excused Absences

a. At the discretion of the instructor, an absence from a class meeting or from required participation in an online course may be excused with supporting documentation for the following reasons:

i) Religious holidays including travel for that purpose (it shall be the responsibility of the student to provide the instructor with reasonable notice of the dates of religious holidays on which they will be absent, ordinarily within the first ten business days of the semester).

ii) Approved University functions (participation in activities or organizations which represent the University).

- iii) [University Student Well-Being and Safety Review, as outlined in Procedure 3220](#), that come from Student Health Services, Student Conduct or the Assistant Vice President for Student Advocacy, Belonging and Campus Standards & Dean of Students.
  - iv) Death or major illness in student's immediate family (immediate family for this procedure only includes, mother, father, sister, brother, grandparents, spouse, legally-joined partners in a civil union, legally-joined domestic partners, children, step-children, grandchildren, step-father, step-mother and others as deemed appropriate by faculty member).
  - v) Illness of dependent.
  - vi) Participation in legal proceeding requiring student's presence.
  - vii) Injury or illness.
- b. Absences in the following cases are governed by federal and/or state laws and are not at the discretion of the instructor:
- i) Active military service (In accordance with NJSA 18A:62-4.2, Higher Education Opportunity Act of 2008, Public Law 110-315 Section 487).
  - ii) Pregnancy/childbirth — In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy, parenting or related conditions, shall be excused for as long as the student's doctor deems the absences to be medically necessary.

If there are excused absences, the student shall be responsible for academic material as follows:

a. Course Work

For short-term absences (fall and spring terms: less than three classes for courses that meet three or more times a week, less than two classes for courses that meet two times a week and one class for courses that are hybrid or meet once a week; equivalent classes for summer and other short terms), the student should inform the instructor in writing, seek missing work, and request a date by which the work needs to be completed.

[For all absences due to illness, medical condition or emergency](#), the student should immediately [complete the Stockton Cares online form](#) which will notify the appropriate offices and University staff of the situation. Upon return to the University, the student must present written verification of the nature of the illness and/or emergency and its duration to [the Stockton Cares office](#).

In all cases, the student remains responsible for obtaining all missed assignments and contacting all instructors regarding course work. For an excused absence from a class meeting or from date-sensitive work, the instructor should provide the student with an opportunity to make up any work that contributes to the final grade or provide a satisfactory alternative assignment to be completed by a specific date.

Commented [GA1]: Dr. Baum, your thoughts?

Commented [BH2R1]: Thank you for including this, I think it's a very important point. I recommend more general language, something like, "Administrative or interim removal by Student Affairs" In these cases we would send a faculty notice at the request of the student, that indicates they are working with my team.

Commented [GA3R1]: How about we state, a Cares Notification?

Commented [BH4R1]: @Glass, AmyBeth it may not always come from Cares, sometimes the notice may come from Conduct or directly from me, depending on the situation. General faculty notices come from Cares. Some medical related ones will come from Student Health Services.

Commented [GA5R1]: How about we mention all three in iii) Notices that come from Student Health Services, Student Conduct or the Assistant Vice President for Student Advocacy, Belonging and Campus Standards & Dean of Students.

Commented [BH6R1]: @Glass, AmyBeth could you just say Student Affairs?

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Commented [RM7]: What is the correct office now?

Commented [GA8R7]: Stockton Cares

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b. Exams

If illness or emergency prevents a student from attending or taking a scheduled examination, the student shall [complete the Stockton Cares online form](#) which will notify the appropriate offices and University staff of the situation. The student should also write a written request to the instructor for a deferred examination prior to the examination, explaining the reason for the absence. [details of illness should be provided to Stockton Cares not the faculty.](#)

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c. Provisions for Making Up Work

Where a student has had an excused absence, the instructor should provide the student with an opportunity to make up any quiz, exam, or other work that contributes to the final grade or provide a satisfactory alternative assignment to be completed by a specified date. If a student is unable to complete the coursework within the academic term, the instructor may assign an incomplete 'I' grade, upon submission of a completed Agreement for Completion of Course Work Form. Make up work shall be completed in a time frame as stipulated in the University Bulletin for an incomplete grade.

If the excused absence is for a significant time that the instructor does not deem it possible for the student to make up the material, a late withdrawal may be requested if the student follows the request process described in the University Bulletin.

3. Unexcused Absences

The option to allow students to complete work missed from unexcused absences will be determined by the instructor within the boundaries of the course. Faculty may have attendance policies that result in penalties for unexcused absences.

Review History:

	Date
-	
<a href="#">Procedure Administrator</a>	06/28/2022
<a href="#">Deans</a>	
<a href="#">Faculty Senate</a>	
<a href="#">AA Leadership</a>	
<a href="#">Divisional Executive</a>	06/28/2022
<a href="#">General Counsel</a>	
<a href="#">Cabinet</a>	

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President

