



Handbook of Operating Procedures

Section: 6.7.8
Originally Approved: 10/05/1990
Last Amended: 10/26/2010
Last Reviewed: 09/15/2008
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STUDENT CLASS ATTENDANCE

A. Purpose

The purpose of this policy is to provide guidelines for student class attendance.

B. Persons Affected

This policy applies to faculty and students.

C. Policy

1. The policy of The University of Texas-Pan American is that the student is expected to be punctual and attend all classes and laboratory sessions. A faculty member may consider class attendance as a part of the course grade when in the judgment of the instructor, a student has been absent or tardy to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class.
2. Excused Absences
 - a. Absences that may be considered excused include the following:
 - 1) Absences for University-Recognized Activities
 - 2) Religious Holy Days
 - 3) Active Military Service (see also the University Undergraduate and Graduate catalogues for withdrawing from the University for Active Military Service)
 - 4) Injury or Serious Illness
 - b. The student is responsible for providing satisfactory evidence to the instructor to substantiate any excused absence. To be excused the student must notify his or her instructor in writing prior to the date of absence, where possible no later than one week in advance of the absence. In cases where advance notice is not possible, such as in the case of an accident, the student must provide notice by the end of the third working day after the absence. This notice should include an explanation of why notice could not be sent prior to the absence.
 - c. When absences are excused, the instructor will provide the student a reasonable time to make up missed work or examinations or provide a satisfactory alternative.



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This time period will usually not exceed thirty calendar days from the last day of the absence.

- d. If the student is absent for excused reasons for an unreasonable amount of time, the student may be withdrawn.

3. Unexcused Absences

An instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

D. Definitions

1. *Religious holy days.* Holy days observed by a religion whose place of worship is exempt from property taxation under [Section 11.20 Texas Tax Code](#); and

E. Responsibilities

1. Excused Student Absences

- a. The student is responsible for completing and submitting the Notification of Absence Form to each instructor when requesting a scheduled excused absence.
- b. The instructor is responsible for providing the student with a dated copy of the signed Notification of Absence Form.

The student is responsible for notifying each instructor by the end of the third working day after the absence when requesting an excused absence that could not reasonably be requested in advance.

F. Procedures

1. Scheduled Excused Student Absences

- a. The student must submit the request for planned/scheduled excused absences on the Notification of Absence Form.
- b. The request for planned/scheduled excused absences must be delivered at least one week prior to the proposed absences.



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- c. The completed Notification of Absence Form 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. The instructor will provide the student with a dated copy of the signed form.

2. Unscheduled Excused Student Absences

The student must notify instructor(s) as soon as the reason for the absence is known.

G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost for Undergraduate Studies – Senior Reviewer
2. Council of Deans
3. Faculty Senate Chair
4. Student Government Association President

