

CLASS ATTENDANCE POLICY

PROPOSED REVISIONS

Revised by the Faculty Senate, May 6, 2025

I. Students are expected to attend all classes, including lectures, recitations, quizzes, assessments, exams, and laboratories. Each faculty member has the authority and responsibility to set an attendance policy for their class and it is the responsibility of all students to learn and adhere to those policies, which will vary from instructor to instructor and class to class. Faculty are responsible for setting out their attendance policy at the start of the semester in the course syllabus. Attendance policies should clearly spell out the level of class attendance tolerated and penalties for failing to adhere to them.

II. Regular class attendance is expected of all University students. The authority to excuse absences typically rests with the course instructors, bearing in mind that the following list (II.A-II.E) includes potential excusable absences. While instructors should seek to accommodate student absences specified in this list (II.A-II.E), students should recognize that certain portions of courses such as labs and discussions can be difficult or impossible to accommodate or makeup. Reasonable accommodation may include making up missed work; completing work in advance; completing an equivalent assignment; or waiver of the assignment without penalty. In all instances, students bear the responsibility to communicate with their instructors to meet course expectations and requirements. Reasonableness of accommodations is determined by the course instructor. However, there are two instances in which the instructor will need to comply with support determined by campus offices:

- 1) Services for Students with Disabilities (SSD) will collaborate with faculty to provide accessible environments for students with disabilities. This may occasionally result in the need for flexibility with attendance.
- 2) The Office of Institutional Equity and Compliance (IEC) may occasionally need to offer supportive measures to students who are experiencing the effects of sexual misconduct, discrimination or harassment. These supportive measures may require excused absences (without grading adjustment or other penalty) or flexibility with attendance.

These measures do not absolve the student of their responsibility for the material/content covered in the missed class(es).

II.A. Illness, physical or mental, of the student or a student's dependent

Students with chronic health conditions and/or disabilities that may affect their class attendance should register with Services for Students with Disabilities (SSD) in 117 Louise Pound Hall on City Campus.

II.B. Participation in UNL sponsored activities

Students involved in University-sponsored activities may need to be excused from a class, lab, or studio meeting. University-sponsored activities are as those that University departments are able to verify, including athletics events sponsored by the university. In all instances it is the student's responsibility to request accommodation for the absence (preferably in writing) from the instructor and to discuss how the absence will affect their ability to meet the course requirements. Students should do this as soon in the semester as possible.

II.C. Federal, State, and Local law obligations such as military service and jury duty

Absences related to jury duty, military service or training will be excused without penalty, but the student is expected to work with the instructor as far in advance as possible so that alternative arrangements can be made. The instructor and student will make alternative arrangements so they can meet the work expectations for the course. If this service results in missing more than 20% of the course instructional time, the instructor may consult with IEC about whether reasonable accommodation exists.

II.D. Bereavement

A student grieving from a personal tragedy, such as the loss of a loved one, may need to be excused from a class, lab, studio meeting, or required class activity to attend a funeral or manage grief. It is the student's responsibility to contact the Office of Student Advocacy and Support to request that a notice of their leave be sent to instructors. This notice is for the instructor's information only and does not relieve the student of contacting instructors as soon as possible. Upon their return, the student will provide documentation of the loss to each instructor and the Office of Student Advocacy and Support. Consistent with course requirements, instructors should seek to make reasonable accommodations for the grieving student and should attempt to provide the opportunity to earn similar or equivalent credit for missed assignments or assessments.

II.E. Religious observances

In recognition of the diversity of the student body, the University provides that a student may request an excused absence from class for participation in religious observances. In all such instances, it is the student's responsibility to request, preferably in writing, that the instructor excuse the absence and to discuss how the absence will affect the student's ability to meet the course requirements. A student should make any such requests by the end of the second week of classes.

- III.** For circumstances not listed in (II), the instructor has the primary responsibility to decide on a case-by-case basis, if an absence is due to unavoidable or legitimate circumstances.

IV. Notification Requirements

IV.1. In all cases where applicable, it is the responsibility of the students to provide their instructor(s) with prior notice to their absence. Each student must submit in writing the class dates which they will miss and the cause that they believe warrants an excused absence, unless the course instructors have expressed their wishes to not be notified. However, in some cases it may be impossible to provide prior notice.

IV.2. In cases where a student is unable to contact their instructors due to major illness, serious injury, or hospitalization, or when given military orders which are effective immediately, a notice may be sent to the student's instructors by a family physician or the Office of Student Advocacy and Support, 205 Louise Pound Hall, 402-472-0878. This notice is for the instructor's information only and does not relieve the student of contacting instructors as soon as possible.

IV.3. An optional student absence form can be found at:
<http://www.unl.edu/facultysenate/student-absence-policy-form>.

IV.4. An instructor has the right to request further information to verify all absences

and to not provide an excused absence if the information is not provided within a reasonable time.

- V. Not attending a course does not constitute an official drop. Students must process the drop or withdrawal through MyRED (go to <https://registrar.unl.edu/student/registration/add-dropwithdraw/#drop> classes to see procedures) or process a Schedule Adjustment Form, or a Cancellation/Withdrawal Form with Registration and Records, 107 Canfield Administration Building. The drop or withdrawal will become official, and tuition will be assessed based on the date of the transaction on MyRED or the date the form is processed in Registration and Records, 107 Canfield Administration Building.

DEPARTMENTS RESERVE THE RIGHT TO CANCEL A COURSE RESERVATION FOR A STUDENT WHO DOES NOT ATTEND THE FIRST CLASS MEETING FOR THE SEMESTER, OR DOES NOT MEET THE PREREQUISITES FOR THE COURSE. THE SPACE MAY BE REASSIGNED TO ANOTHER STUDENT APPLYING FOR ADMISSION TO THE COURSE. IF DROPPED FROM THE COURSE BY THE DEPARTMENT, YOU ARE STILL RESPONSIBLE FOR MAKING SURE THE COURSE IS DROPPED FROM YOUR REGISTRATION.

VI. Appeals

If a student believes they have been treated unfairly in regard to a requested absence, the student should pursue their complaint using the same process as for grading appeals, which normally starts by contacting the department chair. Students should reference the course attendance policy and the University Class Attendance Policy, indicating the reason they believe they have been treated unfairly. If a student is working with IEC or SSD and believes their modifications or accommodations are not being applied correctly or fairly, they should contact that particular office for further assistance.

For more information on the grade appeal process, students should consult the *Undergraduate Catalog*, *Graduate Catalog*, or the Office of the Dean in whose college the course was taught.

Policy Revised and Approved by the Faculty Senate May 6, 2025.