



## UCCS CAMPUS POLICY

**Policy Title: Campus Class Attendance Policy**

**Policy Number: 200-018**

**Policy Functional Area: ACADEMIC AFFAIRS**

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Effective:	August 5, 2016
Approved by:	Pam Shockley-Zalabak, Chancellor
Responsible Vice Chancellor:	Office of Provost/Executive Vice Chancellor of Academic Affairs (EVCAA)
Office of Primary Responsibility:	EVCAA
Policy Primary Contact:	EVCAA, 719-255-3121
Supersedes:	December 13, 2003; May 11, 2009
Last Reviewed/Updated:	April 28, 2016
Applies to:	Faculty and Students.

Reason for Policy: The purpose of the Campus Class attendance guidelines is to provide guidelines for faculty and students regarding class attendance at the University of Colorado at Colorado Springs.

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### I. INTRODUCTION

The purpose of the Campus Class attendance guidelines is to provide guidelines for faculty and students regarding class attendance at the University of Colorado at Colorado Springs.

### II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents, 1990*, Article 3 Section B.8, which states:

The chancellor of the University of Colorado at Colorado Springs shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of the Colorado Springs campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, the Board, and as may be delegated by the president.

#### B. PROCEDURES

1. Students are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Instructors hold the right and responsibility to establish attendance policies for their courses. Each instructor is advised to inform all classes in writing at the beginning of each semester concerning his/her attendance policies.

2. If attendance affects course grades, students must be provided with explicit written information concerning that fact no later than the end of the first week of classes. Such information shall be specific with regard to the penalty incurred for each absence and the means, if any, to compensate for the absence. It is recognized that there may be certain situations where the student may not be permitted to make up the absence(s).
3. Students participating in University-sanctioned activities should consult with instructors prior to registration, but no later than the end of the first week of classes, to determine the class attendance policy. At this time, the student should provide the instructor with a schedule of planned absences, preferably signed by the University official directing the activity, in order to allow the instructor to evaluate and advise the student on the possible impact of the planned absences. In this case the instructor will consider absences due to participation in approved University activities, as outlined above, to be excused absences, on par with those due to other unavoidable circumstances such as illness. The faculty member judges the validity of student absences from class and may require documentation for excused absences. For classes requiring mandatory attendance incompatible with the number of planned absences, students will be advised to register, if possible, during a semester in which they will not be participating in the University-sanctioned activity. As with any academic issue, students may exercise their right to appeal adverse attendance decisions. Should the instructor and student be unable to agree on appropriate accommodation under this policy, either party shall have the right to request mediation from (in order) the department chair, the academic dean, and the vice chancellor for academic affairs.

### III. DEFINITIONS

### IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources
- F. Frequently Asked Questions (FAQs)

### V. HISTORY

Initial policy approved	December 13, 2003
Revised	May 11, 2009