Attendance Policies from Other Universities and Colleges

A convenience sample of selected California institutions

1) University of California

A faculty member will deal directly with a student with respect to the student’s brief absences from class for any cause.

2) Stanford University
https://undergrad.stanford.edu/academic-planning/academic-policies/attendance-and-absences

EXPECTATIONS AND RESPONSIBILITIES

Undergraduate students should plan to attend all class meetings for their courses and are encouraged to review their syllabi for expectations of attendance in each course.

ABSENCES FOR VARSITY ATHLETES

- The instructor has the discretion to determine what academic accommodations for athletic commitments are appropriate.
- It is in students’ best interests to approach instructors as soon as team schedules are known, ideally at the start of each term.
- When team obligations conflict with scheduled class examinations, student-athletes should communicate with their instructors about the conflict.
- Contact your Academic Advisor for Student-Athletes with questions or concerns.

ILLNESS/INJURIES

INEVITABLY SOME STUDENTS MUST MISS CLASS DUE TO SERIOUS ILLNESS, FAMILY CRISIS, OR OTHER EXCEPTIONAL EXTENUATING CIRCUMSTANCES.
• Students should contact their instructors as soon as possible to notify them of the reason for the absence.
• Students should also contact their Residence Dean and Undergraduate Advising and Research (UAR) in such instances.
• UAR may assist in the notification to instructors verifying the student's circumstances.
• It may be necessary for the student to discuss academic accommodations (e.g., extensions of due dates, excused absences).
• It is at the discretion of the instructor to deem what accommodations, if any, are appropriate.
• When granted by the instructor, accommodations provide students the flexibility to address life circumstances while maintaining a responsible approach to their academic responsibilities.
• The UAR can help students develop a plan on how best to work through their individual situations.
• The plan may include referrals to campus resources, such as Vaden Health Center, Counseling and Psychological Services, the Office of Accessible Education, and the Residence Deans.

When life circumstances are particularly disruptive to academic study in terms of severity or timing, students are advised to consult a UAR Advisor. UAR Advisors can help students weigh whether it’s best to drop or withdraw from a course, change the grading basis, arrange an incomplete, or take a Leave of Absence. Students who will not meet requirements for satisfactory academic progress because of illness, injury, or significant personal circumstances should consult a UAR Advisor.

3) Pomona College
http://catalog.pomona.edu/content.php?catoid=7&navoid=394

Students are expected to maintain regular attendance in their classes. While there is no general College requirement, each instructor has the right to establish specific regulations regarding attendance as is best suited for the course. If a student fails to attend the first two meetings of a course, and the absences were not approved in advance by the instructor, the instructor may drop the student from the class. However, students will not automatically be dropped from a course they do not attend.

4) Pitzer College
http://catalog.pitzer.edu/content.php?catoid=2&navoid=34

Students are expected to attend classes regularly. Each instructor has the privilege of establishing attendance requirements.

If a student fails to attend the first two meetings of a course (or one course meeting for courses meeting only one time per week) and the absences were not approved in advance by the instructor, the faculty member of record may ask the registrar to drop the student from the course. However, students will not automatically be dropped from a course if they do not attend. The registrar may permit reinstatement into a dropped course when documented circumstances beyond the student's control prevented the student from attending the course and communicating the absences with the instructor.
5) Santa Clara University
https://www.scu.edu/bulletin/undergraduate/chapter-8/AcademicProgramPoliciesandRegulations.html

Students are responsible for completing all course requirements as set forth by the instructor. Class attendance expectations and consequences for absences from class are left to the discretion of individual instructors subject to restrictions imposed by law, including, but not limited to, policies associated with the Americans with Disabilities Act Amendment Act (ADAAA) and Title IX of the Education Amendments of 1972 (Title IX) (see below). The instructor's policies will be communicated clearly in writing. Students are accountable for all course assignments, whether or not the assignments were announced during an absence, and for meeting assigned deadlines, even when the deadline falls on the day a student is absent from class. For details on grading, see the Grading Policies and Regulations section in this chapter.

In certain situations involving unavoidable absence, students may be offered the opportunity to make up a missed assignment/activity or to complete an alternative assignment, unless the design of the course offers no opportunity for in-class work to be made up. These include both foreseen and unforeseen documented and verified situations such as:

- Serious personal illness
- Death of immediate family member
- Participation in significant religious observances
- Participation in events or activities as official representatives of Santa Clara University

In cases of unforeseen, unavoidable absence, students should contact the instructor as soon as possible. Under certain circumstances, the Cowell Center or the Office of Student Life may contact the instructor on behalf of the student.

In cases of foreseen absence due to significant religious observances or official representation of the University in events, students should discuss the conflict with the instructor well in advance of the absence in order to determine possible alternate arrangements. Class attendance expectations and consequences for absence are left to the discretion of individual instructors. Instructors may require documentation from the appropriate University personnel regarding the reason for the intended absence.

6) St. Mary's College of California

General Policy

Regular class attendance is an important obligation and an essential condition for successful academic progress. Absences may seriously jeopardize the satisfactory completion of a course. Excessive absence can be a cause for dismissal from the College. The instructor is responsible for establishing and communicating the attendance policy for a given course. Students are responsible for all assignments in each of their courses, whether or not the assignments were announced during an absence. Penalties for absences depend upon the nature and the amount of work missed, of which the faculty member is the sole judge. It is not permissible to miss regularly scheduled classes for the purpose of intercollegiate athletic practice. A student who misses the first session of a
course, even if he/she is pre-registered, may have his/her place in that course given away and be denied further attendance in that course.

**Student Athletes**

Student-athletes will not miss class for practice. Student-athletes, in the season in which their sport has scheduled intercollegiate competitions, will not be penalized for missing class because of representing the College in those competitions – so long as the student’s absence from the class for the purpose of intercollegiate athletic competition does not exceed (see Student Athlete Handbook):

1. 4 classes on the MWF schedule (fall and spring terms)
2. 3 classes on the T/Th schedule (fall and spring terms)
3. 2 classes during a traditional January Term course
4. 1 class per term (fall and spring) for labs and courses that meet once per week

7) **University of San Francisco**

**Class Attendance**
https://www.usfca.edu/catalog/regulations

Students are expected to attend classroom and laboratory exercises. Absences may affect the final grade or eligibility to sit for the final examination. At the department's discretion, students who are absent from the first two class meetings of the term may be administratively dropped from the class.

When representing the University of San Francisco in intercollegiate competition (e.g., athletics, debate), students shall be excused from classes on the hours or days such competition takes them away from classes. However, such students shall be responsible for advising their professors regarding anticipated absences and for arranging to complete course work for classes, laboratories, and/or examinations missed.

Students in the School of Nursing and Health Professions who have been absent from course work and/or laboratory experiences in a course required for the major are expected to make arrangements to complete the missing work. (Contact the School of Nursing and Health Professions for a copy of the Nursing Student Handbook.) Professional Studies students who are absent from more than one class in a course may be subject to administrative withdrawal.

**ATTENDANCE POLICY**
https://myusf.usfca.edu/arts-sciences/faculty-resources/curriculum/syllabi/guidelines#attendance-policy

This should inform students on the syllabus about your policy on lateness and absences so that there is no misunderstanding about the impact (if any) on grades. This often becomes important in grade grievance procedures, too. Some departments have agreed on a department-wide policy; consult with your Chair if you are unsure. If there is no departmental policy, the attendance policy is set by individual instructors.
8) Loyola Marymount University  
https://academics.lmu.edu/extension/resources/policies/ - Click on the Academic Standards tab

Class attendance expectations and consequences for absences from class are left to the discretion of individual instructors and shall be announced by the faculty member at the first class meeting or listed on the class syllabus. Students are accountable for all course assignments, whether or not the assignments were announced during an absence.

In order for a student to earn academic credit for a course, he/she must be enrolled officially in the course. LMU Extension does not allow a student who is not officially enrolled in a course to attend.

Due to the intensive nature of some courses, attendance may be factor in the student evaluation process. Course attendance requirements will be listed in the course syllabus.

LMU Extension does not remove courses for those students who stop attending a course. It is the sole responsibility of the student to ensure that his/her class schedule is correct, including withdrawing from any courses prior to its conclusion.

9) University of San Diego  
https://catalogs.sandiego.edu/undergraduate/academic-regulations/general-information/

Regular and prompt attendance at class is deemed essential for the optimal educational progress of the student, and for the orderly conduct of academic life. There is no generally specified number of allowed absences. Each instructor will publish attendance regulations at the beginning of the course and will state what penalties will be imposed for excessive absences.

10) Occidental College  

Regular class attendance is expected of all students. Although the recording of attendance is at the discretion of the instructor, students may not enroll for two courses that have any overlap in time. Faculty have the option of administratively dropping from courses any students who fail to attend the first two hours of any class in a given semester. Students are responsible for arranging with the instructor the manner in which work missed through absence will be made up.

Note: Occidental College has an exception to the attendance policy for students with disabilities. The exception can be found here:  
https://www.oxy.edu/sites/default/files/assets/Exception%20to%20Attendance%20Policy.pdf

11) Whittier College  
http://catalog.whittier.edu/content.php?catoid=3&navoid=122#Attendance_Policy

Individual faculty members establish their own attendance policies for each course they teach. Students are advised to check with faculty members about the attendance policies for each class (Also see Dropping, Adding and Withdrawal form Course Policy). Faculty may, through the end of the fifth school day for semester classes, drop students who have never attended class.
The Importance of Teaching

As faculty are required to meet with their classes, students are expected to attend classes and to observe courtesy toward their instructors and their fellow students.

Pepperdine University has no attendance policy that I could find on its website, either in the Catalog, Student Handbook, or in the Faculty Handbook.