

Oklahoma State University Policy and Procedure

ATTENDANCE POLICY FOR STUDENTS	2-0217 ACADEMIC AFFAIRS August 2021
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POLICY

1.01 Class attendance is a critical component of learning. Students are expected to attend and participate fully in all scheduled class meetings.

1.02 A written attendance policy should be provided to students within the nonrestricted add period of the semester. The nonrestricted add period is defined as the sixth class day of a regular semester, or the third class day of an eight-week session, or the proportionate period for block or short courses. (For additional information see P&P 2-0206: Adding and Dropping Courses and Withdrawing from the University.)

1.03 Faculty may choose to set a maximum total number of excused, sick, and unexcused absences. Faculty may also specify when absences will not be excused under any circumstance, excluding the excused absences referenced in this policy. Students are strongly encouraged to meet with the instructor during the first week of classes to discuss any anticipated absences (See Section 1.06).

1.04 If no written attendance policy is provided before the end of the nonrestricted add period, no penalty may be assessed for class absences although students may not be permitted to make up certain in-class activities such as presentations, labs and “pop” quizzes.

1.05 Faculty must provide reasonable accommodation for students who must miss a class, laboratory, or studio meeting because they are required to participate in sponsored activities of the University. For the purpose of this policy, sponsored activities can include but are not limited to: academic or professional presentations, conferences and workshops; intercollegiate athletics, academic, judging competitions, and musical, theatrical, dance, and other artistic performances. Students involved in activities which may require them to miss course meetings have the responsibility to notify the instructor as early as possible in a semester, and certainly in advance of the absences, to request permission for the absences (preferably in writing) from the instructor and discuss how the absences will affect their ability to meet the course requirements. Under ideal circumstances, discussions should occur during the first week of the semester. While instructors must make reasonable accommodation for any student involved in University-sponsored activities, students should recognize not every course can accommodate absences and neither the absence nor the notification of an absence relieves them from meeting the course requirements.

1.06 The designated University sponsor for a sponsored activity must provide to the students involved documentation requesting the absence for specific dates and times. The documentation must demonstrate the sponsor has no reasonable option in scheduling the activity except during

regular class periods. Students must provide this documentation to instructors in advance of the activity or event, except when such notice is not possible. The written documentation must be provided at the earliest point available in the semester.

1.07 Absence Due to Military Service

A. All students are entitled to a leave of absence from their studies at OSU in order to engage in military service in the U.S Armed Forces and National Guard. Military service includes mandatory training and short-term deployment (typically two weeks or less). Students will not be penalized for such absences and will be given the opportunity to earn equivalent credit for missed activities, including (but not limited to) assignments and exams. The student should always consult with the instructor to determine the potential impact of any absence. A student who is called to active duty for a period of at least 30 days is eligible to complete a Military Leave of Absence Form (available from the Office of the Registrar).

B. A student shall provide the instructor with advance notice of military service in the form of written documentation. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) such as deployment to a natural disaster or national crisis. The student and/or instructor may ask the OSU Office of Student Veteran Success for guidance on the documentation requirement and/or the verification of documents.

C. In certain courses, such as short-term courses, it may not be possible for a student to make-up a missed session. In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor. In these cases, the student may be eligible for a retroactive withdrawal per OSU policy.

D. Arriving at a reasonable accommodation for an excused absence is often the result of clear communication between an instructor and student. If a student feels they have been unfairly penalized due to an excused absence, they may present their case to the University's Grade Appeals Board.

1.08 Faculty, at their discretion, may require homework, reports, papers, compositions, and projects to be turned in ahead of or after the missed classes and examinations to be taken before or after any planned or unplanned absence.

1.09 The decision to grant access to materials from missed learning experiences (lectures, labs, etc.) lies with the faculty member who sets the attendance policy for the course and has the authority to determine the circumstances under which accommodations for absences are permitted.

1.10 If a student believes a faculty member has denied a reasonable and appropriate accommodation, the student may appeal the decision to the Department Head or School Director. Since class attendance is a critical component of learning, such appeals would be considered on a case-by-case basis. The OSU Ombuds Office is available to all Oklahoma State University students, faculty, and staff to discuss and advise on any matter of campus related concern.

1.11 Attendance policy statements in the “OSU Syllabus Attachment” should, at all times, be consistent with this policy.

Approved:

Faculty Council, March 10, 2009
Instruction Council, March 13, 2009
Council of Deans, April 9, 2009
Executive Team, July 2009

Revisions Approved:

Faculty Council, January 10, 2012
Faculty Council, May 8, 2012
Instruction Council, September 7, 2012
Council of Deans, September 13, 2012
Executive Team Policy Committee, March 1, 2013

Revisions Approved:

Faculty Council, May 14, 2013
Instruction Council, October 4, 2013
Council of Deans, November 14, 2013
Executive Team, August 2014

Revisions Approved:

Faculty Council, March 9, 2021
Instruction Council, April 15, 2021
Council of Deans, May 13, 2021
Executive Team, August 25, 2021