

Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18  
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18  
Reviewed and endorsed by the Faculty senate Executive Committee 4-16-18



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject: Student Attendance Policy**

**Number: UW Regulation 6-713 (2-XX)**

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### I. PURPOSE

To recognize that regular attendance and participation in class promotes student success and legitimate reasons for absences may occur.

### II. RESPONSIBILITIES

#### A. Student Responsibility

The student is responsible for regular and punctual attendance and is expected to participate in all classes in which they are enrolled.

#### B. Notice of Attendance Expectations

Instructors must clearly state in their syllabus the requirements for class absence and/or participation and the impact of absences/participation on course grades.

#### C. Class Attendance

1. Absences may lower a student's grade where class attendance and/or participation are deemed essential by the faculty member.
2. Departments and similar academic units have authority to establish department-wide or course-wide attendance standards. Students must be notified of the standards in writing.

### III. EXCUSED ABSENCES

An absence may be excused for the following reasons, including travel as appropriate:

- A. Special curricular requirements (e.g., judging trips, field trips);

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- 33           **B.**     Participation in official university activities or functions, including intercollegiate  
34                     athletics;
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- 36           **C.**     Observance of a religious holy day or holiday;
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- 38           **D.**     Active military service;
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- 40           **E.**     Illness, injury, caregiving, or other extenuating circumstances;
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- 42           **F.**     Court-imposed legal obligations (e.g., jury duty or subpoena);
- 43
- 44           **G.**     Pregnancy and parenting under Title IX; and
- 45
- 46           **H.**     When the University is officially closed by the President.

47           To substantiate an excused absence, a student is responsible for providing legitimate  
48           satisfactory evidence to the Dean of Students Office. When an absence is excused, the  
49           instructor will give the student a reasonable amount of time following the absence to  
50           make up the material or activities covered in the absence, regardless of location or  
51           modality of the course. Once the Dean of Students has excused the absence, the student  
52           must communicate the excused absence to the instructor at least 24 hours prior to the  
53           absence, except in an emergency or when the University is officially closed.

54           This Regulation shall be administered through the Dean of Students Office in  
55           consultation with Academic Affairs.

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:**

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:**

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**History:**

University Regulation 713, Revision 1; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 6/16/15 Board of Trustees meeting