



# Standard Administrative Policy and Procedure

**Subject:** Student Attendance Policy

**Number:** UW SAP 2-100.2

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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 on the syllabus.

## **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);
- B.** Participation in official university activities or functions, including intercollegiate athletics;
- C.** Observance of a religious holy day or holiday;

- D.** Active military service;
- E.** Illness, injury, caregiving, or other extenuating circumstances;
- F.** Court-imposed legal obligations (e.g., jury duty or subpoena);
- G.** Pregnancy and parenting under Title IX; and
- H.** When the University is officially closed by the President.

To substantiate an excused absence, legitimate satisfactory evidence is required to be submitted to the Dean of Students Office. When an absence is excused, the instructor will give the student a reasonable amount of time following the absence to make up the material or activities covered in the absence, regardless of location or modality of the course. Once the Dean of Students has excused the absence, the student must communicate the excused absence to the instructor at least 24 hours prior to the absence when possible, or as soon as is practicable after the absence occurs, except in an emergency or when the University is officially closed.

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

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

**Source:** UW Regulation 2-108

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**Approved:** 1/26/2023