

Classroom Attendance

Academics & Research – Academics & Instruction

Academic Policy 303-23

Effective March 23, 2016

Authority: University President

Proponent: Academic Senate

Summary: This policy establishes classroom attendance standards for students of Eastern Washington University.

History: This policy supersedes the previous version dated May 22, 2012. It includes housekeeping changes of March 23, 2016.

CLASSROOM ATTENDANCE

1. Faculty Authority

Instructors determine to what extent class attendance will be monitored and what bearing attendance will have on grades.

Instructors shall provide students with the course attendance policy during the first class meeting or within the syllabus.

2. Student Responsibilities

Students are expected to attend all class sessions.

Students are responsible for complying with the course attendance policy and the provisions of this policy.

Students who do not receive or do not fully understand the attendance policy are responsible for contacting the instructor.

3. Registration Required

Students who attend a class session for which they are not registered will not receive credit for the course.

4. Student Initiated Drops

Students are responsible for dropping all classes they do not plan on attending. Students who register for a class, but do not attend, are responsible for dropping the course officially through the Records and Registration Office

5. Instructor Initiated Drops

Students who miss one or more class sessions of an undergraduate course within the first five days of the term may be dropped from the course at the instructor's discretion. The instructor must make any such drops by the end of the 5th day of the term.

Classroom Attendance

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Effective XXXX

Authority: University President

Proponent: Academic Senate

Summary

This policy provides a framework for classroom attendance at Eastern Washington University (EWU), that promotes student academic success and engagement. This policy also provides guidance for faculty and students and flexibility for when students face unforeseen circumstances requiring absences or leave.

History:

This policy supersedes the previous version dated March 23, 2016.

I. Faculty Authority

Faculty must set standards for students to attend class regularly per regular and substantive interactions (per federal regulations) and communicating their course-specific attendance policies. These policies should be clearly outlined in the syllabus and discussed during the first class meeting. Faculty **shall** accommodate students with approved leave, as per the guidelines in any policies. Examples of leave policies include, but are not limited to: EWU 402-06 Pregnancy and Parental Leave, EWU 403-01: Holidays & Religious Accommodations, Chapter 172-135 WAC: Mandatory Medical Leave of Absence and Return. When accommodating leave, faculty should ensure that such leave does not negatively impact a student's grade, unless other attendance or matriculation policies are in place due to and subject to program accreditation. Students should request approved leave through the appropriate channels, such as SASS, depending on the policy. may request approved leave either through their instructors or through Student Accommodations and Support Services (SASS).^[RA1]

II. Student Responsibilities

Students are expected to attend all scheduled classes and participate actively as described in the course syllabus..

- Students must familiarize themselves with and adhere to the specific attendance policy of each course and stated in the course syllabus.
- In cases of absence, students are responsible for obtaining missed content and completing any make-up assignments as per the instructor's policy.
- Students must notify instructors in advance, where possible, of absences falling under the categories of **approved leave**, which includes illness, pregnancy and parental leave as defined in EWU 402-06, family emergencies, religious observances, and university-sanctioned events, as defined by EWU 403-01.
- In the case of illness, Student Accommodations and Support Services (SASS) may require students to provide documentation from a medical provider attesting

- to the need for the leave; faculty may not ask students for medical information.
- Students must notify instructors as soon as possible when they are affected by natural disasters.

III. Definitions

- **Attendance:** Refers to the physical or virtual presence of a student during a scheduled class session.
- **Participation:** Involves active engagement in class activities, discussions, and assignments.

IV. Excused Absences and Approved Leave

Students may qualify for **approved leave** in certain circumstances, such as:

- Illness or health-related concerns
- Bereavement or family trauma
- Religious observances
- Military service (under 30 days)
- University-related activities (e.g., conferences, study abroad)
- Natural disasters

For approved leave that exceeds three consecutive instructional days or occurs during exams/major assignments, students must request approval following the Student Leave Policy guidelines. Faculty must provide opportunities for students to make up missed work due to approved leave.

V. Make-up Work

Instructors will provide opportunities for students to make up work missed due to excused absences or approved leave, ensuring fairness and consistency. Upon returning from approved leave, students should work with instructors to develop a reasonable schedule for completing missed assignments.

VI. Accessibility and Accommodations

Accommodations and/or supports will be made for students with documented disabilities in accordance with ADA guidelines. Approved leave under this policy will not count against a student's absence limit set by the course's attendance policy.

VII. Attendance Verification

In order to comply with financial aid regulations, instructors shall verify attendance for all students, particularly during the initial weeks of the term. Attendance will be verified for all students. In addition to attendance policies set by faculty, students and faculty must comply with Department of Education Return of Title IV laws and regulations regarding attendance and attendance taking in 100% Distance Education Courses.

VIII. Technology and Online Participation

For distance education courses (e.g., online, hybrid courses), attendance includes participation in virtual activities and adherence to online engagement requirements. Approved leave may extend to virtual participation, and faculty will accommodate the student accordingly.

IX. Appeals Process

An appeals process will be available for students to contest attendance-related grade decisions when leave has been approved or the denial of approved leave requests. Appeals related to leave denials will be handled by the Dean of Students as outlined in the Student Leave Policy.

X. Early Alert System

An early alert system will be implemented and used to identify and support students at risk due to attendance issues, including frequent or extended absences due to circumstances outlined in the Student Leave Policy.

XI. Registration Requirement

Only students officially registered for a course are eligible to receive credit. Students who do not intend to attend must formally withdraw according to university policies.

XII. Course Withdrawal

- **Student-Initiated Withdrawal:** Students must formally withdraw from courses they do not intend to attend. The process and deadlines can be found on the Registrar's website.
- **Instructor-Initiated Withdrawal:** Instructors may drop students from undergraduate courses if they do not attend the first five days of the term, provided they do so by the sixth day of the term.