

CAMERON UNIVERSITY

Attendance Grading Policy for University- Sponsored, High School Required, and Legally Required Activities

Policy Statement

“A student is ultimately responsible for meeting the learning objectives of each course in which he/she is officially enrolled. However, a faculty member must define and quantify attendance standards, procedures for verifying unavoidable absences, and methods of dealing with missed assignments and examinations in his/her course syllabus. Unavoidable absences as a result of personal illness, the death of an immediate family member, military service, University athletic and academic commitments, and court-imposed legal obligations are inevitabilities of life and should be judiciously considered when developing course attendance policies.” (Faculty Handbook 5.3)

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Who Should Know This Policy

President
Vice Presidents
Deans
Department Chairs
Directors
Faculty
Students

Responsibilities

Responsible for Policy

University Officer Responsible

Vice President for Academic Affairs

Procedure

The Cameron University Faculty Handbook acknowledges that a student may need to be absent from a class due to an unavoidable absence. In case of a student absence due to participation in university-sponsored, high school required (for concurrently-enrolled students), or legally required activities; a faculty member should make every effort to find a reasonable accommodation for a grade or assignment

(excluding pop quizzes) missed due to the absence. Notice of the absence must be given before the absence occurs, preferably at least one week in advance, in order for the faculty member to be able to reasonably accommodate the student. If requested by a faculty member, the student must provide documentation of the event.

The faculty member should find a way to give the student an opportunity to earn a grade that may be missed due to an absence listed in this policy. Possible accommodations include, but are not limited to: (a) giving a makeup assignment; (b) giving the assignment at a different time; (c) changing the assignment schedule; (d) dropping the grade or assignment and increasing the weight of an equivalent grade or assignment; or (e) other agreed upon approaches acceptable to the faculty member and the student. If the student does not agree with the faculty member's decision, then the student may initiate an appeal following the university's formal grade appeal process.

An absence that receives an accommodation cannot negatively impact a student's grade. In cases where absences negatively impact student learning, the faculty member can choose to initiate an administrative withdrawal following the Administrative Withdrawal Policy, assign an incomplete following university policy, or give a failing grade for the course. The faculty member must notify the student by email and allow five business days before proceeding, should the student decide to initiate an appeal.

1.0 Definitions

- 1.1 **Grade or Assignment:** A scheduled assignment, such as an examination, scheduled quiz, or in-class presentation is covered under this policy. An attendance grade is covered under this policy.
- 1.2 **University-sponsored activities:** Only university-sponsored activities, such as scholarly competitions, fine arts performances, intercollegiate athletics competitions, and academic field trips are covered under this policy. The student must be serving as a representative of the university and be under the supervision of a university faculty or staff member.
- 1.3 **Concurrent Students:** In the case of concurrent students, required high school activities approved by the high school administration are covered under this policy.
- 1.4 **Legally required activities:** Legally required activities including command directed military service and jury duty are covered under this policy.

2.0 General Guidelines

- 2.1 **Notice of absence:** The student should notify the faculty of an absence as early in the semester as possible, no later than one week before the absence. Notice of the absences must be given before the absence occurs. Documentation of the absence may be requested.
- 2.2 **Mandatory accommodation:** An absence due to a legally required activity must receive an accommodation.
- 2.3 **Appeal:** If the student and faculty member cannot agree, normal appeal procedures (faculty to department chair to academic dean to Vice President for Academic Affairs) are available to the student and can be followed.
- 2.4 **Final Exams:** Any accommodation given for a final exam must follow the regulations in the Cameron University Final Exam Procedures.

Contacts

Policy Questions: Office of Academic Affairs, (580) 581-2250

Forms

In support of this policy, the following forms are included:

None

Policy History

Policy

Issue Date:

Reviewed, no revision:

Revised: