

## 1. CLASS ATTENDANCE

- 1.01 Students are expected to regularly and punctually attend scheduled class meetings.
- 1.02 General requirements for class attendance are as follows:
  - a. Faculty are required to establish attendance requirements in each course.
  - b. Each faculty member will inform students of the course attendance policy at the initial class meeting and will include the information on the course syllabus.
  - c. Faculty members shall announce to their classes the course attendance policies for accepting late work or providing make-up examinations and include this information on the course syllabus.
  - d. Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.
  - e. Failure to meet the attendance requirements in a course may lower grade(s), including a final course grade.
  - f. Faculty members are expected to monitor course enrollment and class attendance.

## 2. ABSENCES

- 2.01 Excused Absences. A student whose absence is excused under this policy may not be penalized for that absence and shall be allowed to make up exams or complete assignments from which the student is excused within a reasonable time after the absence as determined by the instructor. The instructor must provide the student a reasonable opportunity to make up any excused assignment, quiz, exam, or other work that contributes to the final course grade. Instructors may require students to use “dropped” assignment, quiz, or exam grades prior to providing opportunities to make up missed work. At the instructor’s discretion, instructors may also exempt students from minor course grades. Students must provide appropriate notification of absences as required in this policy and are encouraged to work with instructors to complete make-up work in advance of scheduled absences. If the student fails to satisfactorily complete within a reasonable time as

determined by the instructor, the missed assignment, quiz, exam, or other work, the instructor shall assign the appropriate academic grade.

The following are defined as excused absences at SHSU:

- a. Religious Holy Days (see APS 861001, *Student Absences on Religious Holy Days*). Under Texas Education Code § 51.911, an institution of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose.
- b. Required Military Service. Under Texas Education Code § 51.9111, upon proper and timely notice from a student required to participate in required, reasonably brief military service, and the student chooses not to withdraw from the course, an institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations.
- c. Pregnancy and Related Conditions. Under Title IX, Education Amendments of 1972, and Texas Education Code § 51.982, a school must excuse a student's absences because of pregnancy or childbirth. Faculty and staff seeking guidance or accommodations for supporting pregnant and parenting students should contact the Office of Title IX and Discrimination Resolution and may reference [PRE-31, Pregnant and Parenting Students](#).
- d. Personal Injury or Illness. A personal injury or illness that is too severe for the student to attend class.
- e. Death or Major Illness of an Immediate Family Member. An absence related to a death or major illness in a student's immediate family. For purposes of this policy, immediate family include parents or legal guardians, siblings, grandparents, spouse, children, and grandchildren, including those equivalent kinships by marriage, and others as deemed appropriate by the instructor.
- f. Participation in Legal or Government Proceedings. An absence related to a student's required participation in a legal or government proceeding that cannot be rescheduled (e.g., jury duty, subpoenas, etc.).
- g. Mandatory Graduate or Professional School Interviews. An absence related to a student's participation in graduate or professional school

interviews which cannot be scheduled or rescheduled around the student's class schedule.

- h. **Mandatory Interviews for Permanent Employment or Program Required Internships.** An absence related to a student's participation in interviews for permanent, full-time employment or program required internships, provided that such interviews are related to the student's academic program and cannot be scheduled or rescheduled around the student's class schedule. A student may not request excused absences for employment or internship interviews for more than one scheduled class meeting per course per academic term.
- i. **Presentation of Research or Scholarship at Professional Conferences.** An absence related to the student's presentation of research or scholarly activity at a professional conference related to the student's academic program.
- j. **Participation in a University-Sanctioned Event.** An absence related to the student's participation in, and travel for, a university-sanctioned or sponsored event or activity. University-sanctioned events include events and activities where the student is formally appointed by the university to represent the university in intercollegiate, competitive, academic, or other activities required for the receipt of financial aid. University sanctioned events include, but are not limited to, agricultural and rodeo events, fine arts and band performances, academic meetings or debates, athletic competitions, and Board of Regents meetings. Examples of university activities that are not sanctioned events include, but are not limited to, intramural or sport club events, athletic practices, course-related field trips, student activities events, career fairs, etc.
- k. **Late Enrollment.** An absence related to a student's enrollment after the first class day.
- l. **Other Compelling Absences Determined to be Excused by the Instructor.** The instructor, at their discretion, may excuse a student's absence for other compelling reasons not defined within this policy.

## 2.02 Unexcused Absences

An absence not defined as an excused absence within this policy is considered an unexcused absence. Instructors are under no obligation to provide

opportunities or adjustments for the student to make up missed assignments, quizzes, exams, or other work resulting from an unexcused absence.

### 2.03 Extended Absences

When a student is absent for unknown reasons for an extended period of time, the instructor is encouraged to check on the welfare of the student by issuing an alert through campus software.

Absences related to personal injury or illness, major illness of an immediate family member, or pregnancy or related conditions may necessitate an extended timeframe for make-up work. The instructor and student should document an agreed-upon timeframe for make-up work.

If a student is absent for excused reasons for an extended period of time, and the instructor determines successful completion of course requirements is no longer feasible, upon mutual agreement of the student and instructor, a final course grade of WQ may be assigned.

For absences related to pregnancy or related conditions, instructors and students should refer to the Office of Title IX and Discrimination Resolution.

## 3. NOTIFICATION AND DOCUMENTATION

- 3.01 Unless otherwise specified in this policy, to be considered for an excused absence the student must notify the instructor in writing (e-mail is acceptable) prior to the date of absence. In cases where advanced notification is not possible, the student must provide notification at the earliest possible date. This notification must include an explanation of why earlier notice could not be provided.
- 3.02 **Scheduled Absence.** Scheduled absences involve conflicts that are known in advance such as jury duty, subpoenas, medical procedures, required participation in university-sanctioned events, observation of religious holy days, and military requirements. Students shall notify their instructors, in writing, of these conflicts as soon as they are known and provide documentation of participation if requested.
- 3.03 **Unscheduled Absence.** Unscheduled absences involve unforeseen circumstances such as illness, injury, or severe weather. Instructors may require students to provide documentation to verify the student's absence.

Instructors may not request protected health information from anyone other than the student unless the student has specifically granted the instructor permission to do so. Students may not be required to provide detailed medical information.

For hospitalizations or other medical emergencies, students may submit the Absence Notification Request Form, with required, supporting documentation, through the Dean of Students' Office at the earliest possible date. The Dean of Students' Office will provide notification to the student's instructors to include the dates and type of absence, as well as an indication of receipt of appropriate, supporting documentation.

- 3.04 For those absences not defined as excused within this policy, instructors may excuse such an absence at their discretion. To the extent possible, students should directly notify course instructors of their absence at their earliest availability.

#### 4. COLLEGE OF OSTEOPATHIC MEDICINE STUDENTS

Students in the College of Osteopathic Medicine should refer to the College of Osteopathic Medicine *Student Handbook* for governance regarding student absences.

APPROVED:                     <signed>                      
Alisa White, Ph.D., President

DATE:                     1/28/2025

### **CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: April 1, 1980  
Reviewer(s): Academic Affairs Council

Review Cycle: Five years\*  
Review Date: Spring 2027

Approved: <signed>  
Michael T. Stephenson, Ph.D.,  
Provost and Sr. Vice President  
for Academic Affairs

Date: 1/15/2025

\*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.