



Campus Administrative Policy

Title: Student Attendance and Absences

Policy Number: 7030D Functional Area: Student Affairs (7000)

Effective:
Date Last Amended/Reviewed:
Date Scheduled for Review:
Supersedes: Student Attendance and Absences (March 1, 2008)

Approved by: Constancio Nakuma
Provost and Executive
Vice Chancellor of
Academic & Student
Affairs

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Reviewing Office: Office of the Provost
Responsible Officer: Provost and Executive Vice Chancellor for Academic
and Student Affairs.

Applies to: CU Denver

A. INTRODUCTION

Student success in college is dependent upon regular attendance and participation in courses. The University of Colorado Denver expects students to participate in every class session. This policy statement (1) distinguishes between excused and unexcused absences; (2) outlines the responsibilities of instructors and students as they relate to absences and (3) establishes appeals processes.

The University also recognizes that excessive excused absences may make it impossible to evaluate a student's performance in a course. Under these circumstances, instructors and/or students should explore an administrative solution (e.g., dropping the course, incomplete, medical withdrawal).

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Commented [KH2R1]: Suggest conferring with Michelle Larson-Krieg to see if impacts should be addressed in this policy or are in another document

Commented [LM3R1]: Thank, Karyn. OIA strongly encourages international students to arrive at least one week before classes start each term. We also ask students who are unable to arrive by census date to consider deferring to the next term. This approach will not completely eliminate visa-related delayed arrivals or absences but will hopefully make them more manageable.

Commented [KH5R4]: If you want to use 1 term to refer to all sorts of "instructor" titles that would work, but suggest creating a definition of that term in the text so it's clear (e.g. as used in this policy, "instructor" refers to person teaching the course, which includes TA, GA, instructor, adjunct, or faculty)

Commented [TK6R4]: That's a good. I think it would be good offer a definition to prevent confusion of "instructor" as a general term from "Instructor" as one of the Instructional Series Track identified in APS 5060. If we include TAs/GAs in this policy, the term "faculty" would not work.

Commented [GK7]: Overall I find this policy to make sense. However, this implies a high level of tracking and administrative work by faculty. Instead, I have been using an attendance policy that ignores excused/ unexcused and simply says, if you miss more than x% of the course you cannot pass. For instance, in a team-based design class I set this bar at missing more than 25% of classes. Would a course-level policy like this be allowed under this policy?

- F. Religious Observances
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C. ABSENCES DUE TO DISABILITY OR PREGNANCY

1. Students who miss classes because of diagnosed disabilities are governed by policies established by the CU Denver Office of Disability Resources & Services.
 - a. Students are encouraged to work with the office of Disability Resources & Services as early as possible prior to the beginning of the course to ensure that absences due to disability can be evaluated for reasonable accommodations.
2. Students who miss a small number of classes because of a temporary disability, because of an illness, injury or non-disabling condition, are subject to this policy.
3. Students who miss classes because of pregnancy, childbirth, termination of pregnancy, lactation, or recovery are governed by policies and procedures established by the Title IX Coordinator.
 - a. Instructors should consult with the Title IX Coordinator for further guidance in complying with these policies and procedures when a student informs them of their pregnancy or related conditions.
 - b. Students are encouraged to work with the Title IX Coordinator regarding pregnancy-related absences.

Commented [KH8]: Has Hanna Lewis reviewed and approved this section?

Commented [KH9R8]: I asked Hanna to review and have incorporated all of her edits & comments in this version

Commented [KH10]: Is this referencing an individual class period, or the course itself?

Commented [MW11R10]: I changed wording from "class" to "prior to the beginning of the course."

Commented [KH12]: Hanna Lewis DRS: DRS handles some temp disability accommodations as well, so maybe we say "because of an illness, injury, or non-disabling condition"

D. EXCUSED ABSENCES

1. This policy allows for absences to be excused under certain conditions. Below is a non-exhaustive list of both anticipated and unanticipated excused absences.
 - a. **Examples of Anticipated Excused Absences**
 - Military service obligations
 - Jury duty
 - Court appearance
 - Religious observance
 - b. **Examples of Unanticipated Excused Absences**
 - Illness or injury
 - Emergency caregiving
 - Death of family/friend
 - Transportation related (e.g., inclement weather travel)
2. When not approved by Disability Resources and Services (DRS) or the Title IX Coordinator, instructors may require documentation related to anticipated or unanticipated absences. Instructors will include a statement of their policies related to absences in their syllabus and specify the documentation they require to verify the cause of absences. Absences may also be excused without

Commented [GK13]: While both in person and synchronous online classes have specific class times that make sense under this policy, there are also times when students disappear from online asynchronous courses. Do we need any guidance for instructors of those courses? When they miss deadlines for various reasons, require make up works, etc.?

Commented [KH14]: Hanna Lewis DRS: To clarify when instructors can ask for doc, can we add, "When not approved by Disability Resources and Services, instructors may require..."

Commented [KH15]: Faculty?

documentation at the instructor's discretion. Below is a non-exhaustive list of documentation that instructors may request.

a. Examples of Documentation

- Military Orders
 - Jury summons
 - Court order/subpoena
 - Obituary
3. Students should notify the instructor in advance of anticipated absences, and as soon as reasonably possible. Depending on the individual circumstance relating to the unanticipated excused absence, students should communicate with the instructor no later than one week after the absence. Upon failure of the student to notify the instructor in advance of an anticipated absence or within one week after an unanticipated absence, the instructor may consider the absence unexcused. Should a student need additional time to inform their instructor of their unanticipated absence, additional documentation may be required at the instructor's discretion.
4. Excused absences, both anticipated and unanticipated, cannot be counted against a student in a course with required attendance or participation. Instructors are expected to offer deadline extensions, alternative assignments, or other solutions for the student to make-up missed work that results from excused absences as long as it does not fundamentally alter the course curriculum or expected learning outcomes.
5. Students are responsible for materials covered in classes. It is the student's responsibility to complete missed materials and assignments.
6. For students with excused absence(s), instructors will provide makeup work consistent with the student's time absent, number of assignments missed and course objectives, , and with a comparable time frame requirement. Makeup work should be relevant to the material for which the student was originally responsible. Makeup work may include, but is not limited to, the following:
- a. appropriate substitute assignments, examinations, quizzes, or projects
 - b. assignment of individual extra credit equivalent to the missed graded assignment(s)
7. If excused absences are so numerous as to interfere with the learning process or preclude an adequate evaluation of student performance, the instructor and/or student should explore administrative solutions (e.g., withdrawal, incomplete, medical withdrawal).
8. Students who provide false documentation related to an excused absence may be in violation of the CU Denver Academic Honor Code and may be subject to disciplinary action.

Commented [KH16]: Hanna Lewis DRS: I think one week to inform instructors is generous. Suggested edit: "... as soon as reasonably possible after an unanticipated absence. Depending on the individual circumstance relating to the unanticipated excused absence, students should communicate with the instructor no later than one week after the absence. Upon failure of the student to notify the instructor in advance of an anticipated absence or one week after an unanticipated absence, the instructor may consider the absence unexcused. Should a student need additional time to inform their instructor of their unanticipated absence, additional documentation may be required under instructor discretion."

I suggest this because I think transportation issues can and should be communicated before one week. If they are in an emergency situation though, such as hospitalization, they may need more time. This is why I suggested the need for more doc if they inform their instructor after a week.

Commented [KH18]: Hanna Lewis DRS: "...offer reasonable deadline extensions, alternative assignments as long as it does not fundamentally alter the course curriculum, or other solutions..."

Commented [MW19R18]: Made suggested changes but altered wording slightly.

Commented [KH20]: Faculty, or instructor - to be consistent

Commented [KH23]: Who adjudicates this? The Faculty? Or should this go through Academic Integrity or Student Conduct? I conferred with Shanna Mae Peterson in Student Conduct who adjudicated one of these cases under Student Conduct, based on discussions w/ faculty, but it was after the semester was completed and a grade had already been assigned.

E. UNEXCUSED ABSENCES

1. Student absences that do not meet the criteria for an excused absence are classified as unexcused.
2. Instructors may exercise discretion to allow students makeup work (e.g., assignments, tests, quizzes) as a result of unexcused absences. |

F. RELIGIOUS OBSERVANCES

CU Denver is a public institution that recognizes that our student body is religiously diverse. Religious observances are considered anticipated absences that are excused and are covered under Section D above. Instructors are expected to be aware of and plan around major religious observances including those of Judaism, Islam, Hinduism, Christianity, and Buddhism as well as other religious traditions. |

G. Instructor RESPONSIBILITIES

1. Instructors are required to provide a course syllabus to students on the first day of class. The syllabus must clarify how attendance and participation affect, if at all, the students course grade. As such, the syllabus must identify fixed dates for examinations and due dates for graded assignments. |
2. For courses in which attendance is part of the course grade, instructors are expected to communicate how attendance will be taken and documented. |
3. If excused absences are so numerous that they compromise evaluation of student performance the instructor should explore an administrative solution (i.e., withdrawal, incomplete, medical withdrawal). Administrative solutions should be mindful of full-time enrollment requirements for financial aid and visa status maintenance. |

H. APPEALS

1. A student who wishes to appeal an excused absence decision or makeup work should initially submit a written appeal to the instructor. The instructor's decision must be provided to the student in writing no later than five (5) business days from the date the appeal is received. |
2. If a resolution is not reached with the instructor, a student may appeal to the department chair or program lead for the department/program in which the course is offered. In some schools/colleges this step in the appeals process may

Commented [KH30]: Has Office of Equity reviewed this section?

Commented [KH31R30]: Suggest Elizabeth Schrock review

Commented [TK32R30]: I am not sure about listing religions as it begs to question about the ones excluded. If we are to include them, let's list them alphabetically...

Commented [KH33]: Hanna Lewis DRS: Maybe add a statement about syllabus changes mid-semester. Something like, "Should the instructor need to modify or update the course syllabus, changes will be made in writing at least one week in advance of the change." The one week timeline is just a suggestion- it could be longer.

Commented [MW34R33]: I don't think that the Syllabus policy allows for changes to the syllabus mid semester.

Commented [KH36R35]: Is this not required to be in the syllabus?

Commented [MW37R35]: I believe this is in the Syllabus policy and we don't need or want to repeat it here opening up potential contradictions across policy.

Commented [KH38]: Hanna Lewis DRS: "If excused absences are so numerous..."

Commented [LM39]: Would it be possible to add this sentence: Administrative solutions should be mindful of full-time enrollment requirements for financial aid and visa status maintenance.

Commented [WM40R39]: Suggested change added

Commented [HKD41]: Consistent w/ TOC, and Grievance is not used in this policy

Commented [KH43R42]: Removed, and added "or makeup work" which replaced "accommodation" in the earlier sections of the policy

Commented [KH44]: Faculty?

Commented [KH45]: Calendar days? Business days?

Commented [MW46R45]: Business. I inserted change.

be undertaken by a formal appeals committee. Decisions must be provided to the student in writing no later than five (5) business days from the date the appeal is received.

Commented [KH47]: Calendar days? Business days?

Commented [KH48R47]: I suggest business days

Commented [MW49R47]: Business. I inserted change.

3. If further appeal is deemed necessary by the student or instructor, the associate dean, dean, or delegate of the dean of the school/college in which the course is offered will make the final decision. Decisions must be provided to the student in writing no later than five (5) business days from the date the appeal is received.

Commented [KH50]: Calendar days? Business days?

Commented [KH51R50]: I suggest business days

Commented [WM52R50]: Business. I inserted change.

4. Once a grade is awarded at the conclusion of the term, this appeal process may not be used; a student may appeal a grade based on absences only through the policies and procedures of their home school/college.

Notes

1. Dates of official enactment and amendments:
April 1, 1995: Adopted by the Provost
March 1, 2008: Updated and reinstated
April 30, 2019: Modified
TBD: Revision
2. History:
April 30, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chartered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
TBD: Revision
3. Initial Policy Effective Date: April 1, 1995
4. Cross References/Appendix: N/A