



ADMINISTRATIVE POLICY #30-06 (2014) ATTENDANCE POLICY

Policy Title: Attendance Policy

Policy Type: Administrative

Policy Number: 30-06 (2014)

Approval Date: 11/04/2021

Responsible Office: Provost and Vice President for Academic Affairs

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: University Community

POLICY STATEMENT

Norfolk State University is committed to enhancing student success by providing high quality instruction and support to ensure an improved graduation rate. The University expects students to attend all classes. While unnecessary absences are discouraged, the University recognizes that on occasion, students may have legitimate reasons for being absent.

The attendance policy helps provide the framework for what constitutes excused and unexcused absences from class instruction. It further maintains an attendance standard that encourages students to be successful in completing coursework.

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DEFINITIONS

There are no definitions associated with this policy.

CONTACT(S)

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. The Office of the Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Vice Provost.

STAKEHOLDER(S)

University community, especially students and faculty

POLICY CONTENTS

I. Unexcused Absence

- A. A student may be permitted one unexcused absence per semester credit hour or the number of times a given class meets per week.
- B. Once a student exceeds the number of allowed unexcused absences, an Instructor may require an official university excuse.

II. Students

- A. Students have the responsibility to confer with their instructors regarding all absences or intended absences.
- B. If sudden departure from the campus (for emergency or extraordinary reasons) prevents a student from communicating with each of his or her instructors, the student is expected to notify the Dean of Students Office within 48 hours.
- C. Students who become ill are encouraged to report to the Student Health Center for minor medical treatment.
 - I. A current NSU ID must be presented prior to treatment.
 - II. Written verification issued by the Health Center should be submitted to the Dean of Students Office and an official University excuse should be issued.
- D. Unless there are extenuating circumstances, an Absence Request Form, documentation, and a copy of your NSU ID must be provided to the Dean of Students' Office upon return and by the last day of classes. All missed coursework must be completed within the timeframe given by the instructor and/or by the last day of classes.



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III. General Practice

- A. Not more than 20% of class meetings (excused or unexcused) may be missed by a student in a given semester.
- B. At the discretion of the instructor, a student whose absences exceed 20% of scheduled class meetings for the semester may receive an “F” for the course.
- C. Class excuses are issued for legitimate reasons as deemed appropriate by the Dean of Students Office. Such incidents may include, but are not limited to:
 1. Medical reasons
 2. Funerals(immediate family members only)
 3. Official University business/activity
- D. Notes from relatives, friends, etc. are not accepted as “official” documentation for absences.
- E. Students residing in campus housing facilities are governed by the same policies and procedures as non-residential students in terms of class attendance and class excuses.

EDUCATION AND COMPLIANCE

All enrolled students, faculty, and staff will be emailed the Attendance Policy at the beginning of the fall and spring semesters via the Campus Announcements. All faculty should review the Attendance Policy with their students at the beginning of each semester and place the policy on their course syllabi. The Office of the Dean of Students will address this policy in various educational and outreach engagements with students.

Faculty are responsible for ensuring that students adhere to the Attendance Policy, which provides the framework for what constitutes excused and unexcused absences from class instructions at the beginning of each semester. Faculty who do not comply with this policy will be reported to his/her respective Dean for necessary actions. Students who do not follow the letters of this policy may jeopardize his or her grade appeal or whatever adverse actions may result from not abiding by this policy.

PUBLICATION

The policy will be widely distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the Division of Academic Affairs, Enrollment Management



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Office, and University Registrar webpages and other related webpages, all student handbooks and University catalogs; and

- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 11/04/2024
- Approval by, date: President, 05/12/2015
- Revision History: Pre-1998; April 16, 2018
- Supersedes: 30.011 Attendance Policy

RELATED DOCUMENTS

NSU Student Handbook

FORMS

Absence Request Form