



CLASS ATTENDANCE

Policy Title: Class Attendance

Policy Type: Administrative Policy

Policy Number: Administrative Policy # 60-14 (2014)

Approved: President

Responsible Office: Department of Athletics

Responsible Executive: Director of Athletics

Applies to: University Community and Outside Organizations

POLICY STATEMENT

The Department of Intercollegiate Athletics provides standard guidelines on the attendance policy for student-athletes during their academic tenure at Norfolk State University. Student-athletes are required to attend classes, arrive to class on time, complete assignments in a timely manner and demonstrate behavior in the classroom that is conducive to learning and appropriate for an academic environment. Student-athletes must attend every class and laboratory session for all courses in which they are enrolled, unless such absence is otherwise excused in advance.

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DEFINITIONS

None

CONTACT(S)

The Assistant Athletics Director for Academic Services officially interprets this policy. The Associate Athletics Director for Student Services is responsible for obtaining approval for any revisions as required by the Director of Athletics through the appropriate governance structures. Questions regarding this policy should be directed to the Department of Intercollegiate Athletics.

STAKEHOLDER(S)

University Community and Outside Organizations

CLASS ATTENDANCE POLICY CONTENTS

The Department of Intercollegiate Athletics requires that student-athletes attend classes, arrive to class on time, complete assignments in a timely manner and demonstrate behavior in the classroom that is conducive to learning and appropriate for an academic environment. Student-athletes are expected to attend every class and laboratory session for all courses in which they are enrolled, unless such absence is otherwise excused in advance. Student-athletes are responsible for obtaining the instructor's class attendance policy at the beginning of the semester, informing their instructor of scheduled class absences due to competition and making arrangements to complete all missed academic work.

Class checking is focused on student-athletes with a 2.5 cumulative GPA and below and all first-year enrollees. Those student-athletes who fail to attend class are subject to the sanctions set forth in the Point System chart, including being withheld from practice and/or competitions.

Instructor's Reported Attendance

Throughout the semester, information regarding student-athlete class attendance may be obtained from instructors through midterm progress reports, e-mails and personal correspondence. In situations where an instructor indicates a student-athlete has missed any number of classes that were not previously reported, the student-athlete's overall academic record will be reviewed by the Assistant Athletic Director for Academic Services to determine the appropriate course of action.

Notifying Student-Athletes

The Student-Athlete Support Service Department (SASS) will attempt to notify the student-athlete electronically, via University e-mail, when there are class attendance and/or study hall issues. Failure of the SASS to notify a student-athlete of any issues shall not excuse the student-athlete from the sanctions set forth in in this Class Attendance & Study Hall Policies. The ultimate responsibility to attend class and to be aware of possible sanctions for lack of attendance remains with the student-athlete.

Appeal Process

If a student-athlete believes the information related to attendance is not accurate, the student-athlete has 72 hours, after notification has been sent, to submit an appeal form.

PUBLICATION

This policy shall be widely published or distributed to the Department of Intercollegiate Athletics community. To ensure timely publication and distribution thereof, the Department of Intercollegiate Athletics will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Post the policy on the Department of Intercollegiate Athletics Website (www.nsuspartans.com); and
3. 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: 04/14/2021
- Approval by, date: President, 7/16/2014
- Revision History: 6/30/13; 5/27/14
- Supersedes:

RELATED DOCUMENTS

Student-Athlete Point System

FORMS

Class Excuse Form

Missed Class Dispute Form