



13.99.99.R0.01 Class Attendance

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Procedure Statement

At Texas A&M University-Commerce, students are expected to be present for all face-to-face and interactive video classes in which they are enrolled.

Reason for Procedure

This procedure outlines the responsibilities of the students and faculty in regard to class attendance.

Procedures and Responsibilities

1. RESPONSIBILITY OF STUDENTS

- 1.1 Students are responsible for learning about and complying with the attendance policy stated in the university catalogs, *Student Guidebook*, and/or faculty syllabi.
- 1.2 Students are responsible for requesting makeup work when they are absent. They will be permitted to make up work for absences which are considered by faculty members to be excusable. The method of making up work shall be determined by faculty members.
- 1.3 Students are responsible for providing faculty members reason(s) for their absences. The faculty members then determine the validity of the reason(s) for the absence and whether the student is to be excused for the absence. Faculty members may consider the following reasons for absence as excusable:
 - 1.3.1 Verified illness;
 - 1.3.2 Death in a student's immediate family;
 - 1.3.3 Obligation of student at legal proceedings in fulfilling responsibility as a citizen;

1.3.4 Others determined by individual faculty to be excusable (e.g. elective university activities, etc.).

1.4 If a student believes the final grade is unfairly impacted by attendance requirements, an appeal can be made. This appeal process is explained in University Procedure *13.99.99.R0.05 Student Appeal of Instructor Evaluation*.

1.5 Students who wish to drop a course or withdraw from the university are responsible for initiating this action.

2. RESPONSIBILITY OF THE FACULTY

2.1 Faculty members are to accept student participation in a required university activity as an excused absence.

2.2 Faculty members will provide details on requirements and guidelines for attendance in their classes in their course syllabi.

2.3 A record of excused and unexcused absences will be maintained by a faculty member for reference since certain financial assistance and other programs may require attendance records.

2.4 When requested by the student, the faculty member will inform the student who has been absent whether makeup work is allowed and whether absences jeopardize the student's standing in a class.

2.5 It is the prerogative of the faculty to drop students from courses in which they have accrued excessive absences as defined in the course syllabus (most consider three or more absences as excessive). In such cases, faculty recommend through the department head to the appropriate college dean that a student be dropped from a class, using a *Request for Administrative Drop Due to Excessive Absences* form. The faculty member will document absences and will make a reasonable effort to communicate with the student prior to recommending a drop. If approved, the college dean will forward the recommendation to the Registrar's Office.

Related Statutes, Policies, or Requirements

System Policy: [Section 13. Students](#)

University Procedure [13.99.99.R0.05 Student's Appeal of Instructor's Evaluation](#)
Request for Administrative Drop Due to Excessive Absences form (dean's office)

Contact Office

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