

Status **Pending** PolicyStat ID **4030792**



Developed Sep 1997  
Last N/A  
Approved  
Effective Upon Approval  
Next Review 3 years after approval

Owner Francis Arpan:  
Interim President  
Policy Area Division of  
Academics

## Attendance

### Purpose

This policy defines attendance to ensure that the university remains in compliance with federal financial aid guidelines.

### Policy

Haskell is an attendance-taking university.

### Scope and Definitions

This policy applies to faculty, adjuncts, and currently enrolled students.

### Procedure

- At the beginning of each semester, instructors will inform students of the course's attendance policy, including policies on grades for late assignments, tardiness, make-up work, and referrals to Student Success Center. This information is to be included in the course syllabus that all students must receive.
- Students are expected to attend all classes for satisfactory academic progress. Class attendance is a student responsibility. Instructors will regularly record attendance and provide it to the Financial Aid Office if it is needed to calculate a refund and repayment of financial assistance.
- Absences for officially documented illnesses, emergency situations, University-sponsored

activities (i.e., athletics and AIHEC), or participation in significant cultural responsibilities in the student's community may be considered excused absences. Students are responsible for completing exams, class material, or assigned work that occurs during excused absences. A documented illness requires a signed doctor's statement and does not include appointments that may be made at other times.

- If verification of an absence is needed, the student may work with university resources such as the Student Success Center, TRiO, Counseling Services, etc.
- A student may be dismissed from a course for excessive absences.
- Students may appeal a dismissal to the instructor utilizing the academic appeals process.
- Emergency Leave:
  - Students who require emergency leave should first notify university resources, such as Student Success Center, TRiO, and Counseling Center, prior to leaving, whenever possible. Requests for emergency leave are granted for major life adversity, such as a death in the family, terminal illness of a family member, victim of sexual assault, family hardship, etc. The student is responsible for providing requested appropriate documentation and/or a contact person to verify the situation.
  - If the emergency occurs on the weekend or "after hours," the student must notify residential hall staff. The following morning, the residential hall staff will notify the Counseling Center, and then counselors will complete the process.

A student absent from class due to medical reasons is responsible for providing the instructor with one of the following medical documents, upon return:

Medical Absence Form

Patient Treatment Verification Form

Appointments are not considered medical excuses because students can schedule at a time they are not in class.

## Sanctions and Notifications

## Appeals and Deadlines

### Approval Signatures

Step Description	Approver	Date
VPA initiates new or revises existing policy in polycystat	Francis Arpan: Interim President	Pending