

POLICY STATEMENT 206 STUDENT CLASS ATTENDANCE POLICY

Revision: 6

Last Reviewed: February 15, 2024

Effective: February 16, 2024

PURPOSE: To define the policy governing student attendance.

GENERAL POLICY

Class attendance is the responsibility of the student. Students are expected to attend all classes and complete all exercises and assignments, regardless of class format. If a student is not able to attend class, the student is responsible for providing reasonable prior notification—at as early a date as possible—and appropriate documentation of the reason for the absence. A student who misses class, or does not participate in online classes, assumes responsibility for making up missed work (if allowed by the faculty). Specific course guidelines for attendance and make-up work should be stated by faculty in the course syllabus. In instances of extended missed classes or coursework, the course instructor may contact the student and/or submit an LSUA Cares referral for further follow-up.

A student is responsible for dropping (before census date) or withdrawing from a course when he/she determines that they will no longer attend the course. The last date to drop a course without receiving a W grade on the transcript is listed for each session on the Academic Calendar. Before dropping or withdrawing from a course, it is recommended that the student meet with his/her advisor and with financial aid (if applicable) to determine any impact. If a student drops or withdraws from a course in which he or she is the subject of a pending Academic Misconduct charge, that student's course grade may be changed to an F, pending the result of the conduct charge.

Drop for Non-Attendance

A student who has been dropped for non-attendance prior to census date may request reinstatement in the course by obtaining written permission from the course instructor to the Office of the Registrar. The reinstated student is responsible for all assignments missed if they are granted permission by faculty to submit the work late. To be clear, faculty is not required to allow students to submit work late if the student was removed from the course for non-attendance. Students who are allowed to reenter a course, but not allowed to submit the work that they missed late, will have their final grades based on the course work that was submitted, including the 0 for any work that was missed.

EXCUSED ABSENCES

LSUA will recognize excused absences with official documentation. Obtaining documentation is the responsibility of the student. In the event of an excused absence, the course professor will work with the student to make arrangements in advance for missed work without a grade penalty for the student.

Valid reasons for absences include, but are not limited to:

- A. Serious or infectious illness; with appropriate medical documentation
- B. Serious emergencies involving the student or immediate family (this does not extend to pets)
- C. Special curricular requirements such as judging trips or field trips
- D. Court-imposed legal obligations such as subpoenas or jury duty
- E. Military obligations (scheduled trainings should be communicated with the course faculty in advance)
- F. Varsity athletic and other events in which the student is representing the university in an official capacity

The student is responsible for providing reasonable prior notification and appropriate documentation of the reason for the absence.

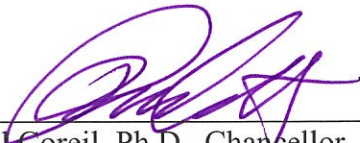
It is the faculty's obligation to include a clearly stated make-up policy for excused absences in course syllabi. Because the nature of each course is different, practices for making up assignments may differ.

Louisiana State University at Alexandria
Faculty Handbook

PS 206 (continued)

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APPROVED: _____


Paul Coreil, Ph.D., Chancellor

Date

