

## **MISSED CLASS TIME AND MAKEUP POLICY**

STUDENTS ARE RESPONSIBLE FOR ADHERING TO THE ATTENDANCE POLICY SET BY THE INSTRUCTOR. IT IS THE STUDENTS' RESPONSIBILITY TO MAKE THEMSELVES AWARE OF EACH FACULTY MEMBER'S GUIDELINES BY CAREFULLY READING THE SYLLABUS.

NOT ATTENDING A COURSE DOES NOT CONSTITUTE AN OFFICIAL DROP OR WITHDRAWAL. IT IS EACH STUDENT'S RESPONSIBILITY TO DROP OR WITHDRAW OFFICIALLY FROM THE CLASS, MEETING ALL UNIVERSITY DEADLINES. FACULTY MEMBERS MAY DROP STUDENTS WHO FAIL TO ATTEND CLASS DURING THE FIRST CLASS MEETING OF THE SEMESTER (SEE POLICY ON EXCLUSION FROM CLASS). HOWEVER, STUDENTS SHOULD NOT PRESUME THAT THEY WILL BE DROPPED BY THE FACULTY MEMBER. STUDENTS WHO HAVE REGISTERED FOR A CLASS, BUT NEVER ATTENDED, SHOULD VERIFY WHETHER OR NOT THEY ARE OFFICIALLY ENROLLED.

### **EXCUSED ABSENCES**

STUDENTS MAY HAVE A VALID REASON TO MISS A CLASS. WHEN ANY OF THE FOLLOWING REASONS DIRECTLY CONFLICT WITH CLASS MEETING TIMES, FACULTY SHALL CONSIDER AN EXCUSED ABSENCE AND NO PENALTY SHALL BE ACCRUED. STUDENTS ARE RESPONSIBLE FOR INFORMING FACULTY MEMBERS OF THE REASON FOR THE ABSENCE AND FOR ARRANGING TO MAKE UP MISSED ASSIGNMENTS, TESTS, QUIZZES, AND CLASS WORK INsofar AS THIS IS POSSIBLE. EXCUSED ABSENCES INCLUDE, BUT ARE NOT LIMITED TO:

- ILLNESS OR INJURY TO THE STUDENT
- DEATH, INJURY, OR SERIOUS ILLNESS OF A CLOSE RELATION
- RELIGIOUS REASONS (CALIFORNIA EDUCATION CODE SECTION 89320)
- JURY DUTY OR GOVERNMENT OBLIGATION
- UNIVERSITY SANCTIONED OR APPROVED ACTIVITIES (EXAMPLES INCLUDE: ARTISTIC PERFORMANCES, FORENSICS PRESENTATIONS, PARTICIPATION IN RESEARCH CONFERENCES, INTERCOLLEGIATE ATHLETIC ACTIVITIES, STUDENT GOVERNMENT, REQUIRED CLASS FIELD TRIPS, ETC.)

FACULTY MEMBERS MAY CONSIDER OTHER GROUNDS FOR EXCUSED ABSENCES. FACULTY MEMBERS MAY REQUIRE STUDENTS TO PROVIDE DOCUMENTATION FOR EXCUSED ABSENCES.

### **EXTENDED ABSENCES**

THERE ARE NUMEROUS CLASSES OFFERED ON CAMPUS WHERE ATTENDANCE IS CRUCIAL SINCE STUDENT PARTICIPATION IS ESSENTIAL. ABSENCE FROM THESE COURSES MAY IMPACT THE WORK AND PARTICIPATION OF OTHER STUDENTS. STUDENTS WHO ANTICIPATE EXTENDED OR MULTIPLE ABSENCES DURING A PARTICULAR SEMESTER SHOULD CONSULT WITH THEIR ADVISOR AND THE FACULTY MEMBER BEFORE ENROLLING IN ANY CLASS TO DETERMINE WHETHER IT WILL BE POSSIBLE TO COMPLETE THE REQUIREMENTS FOR THE COURSE. STUDENTS WHO REALIZE AFTER ENROLLMENT THAT THEY WILL HAVE EXTENDED OR MULTIPLE ABSENCES SHOULD CONSULT WITH THE FACULTY MEMBER TO SEE WHETHER IT WILL BE POSSIBLE TO COMPLETE THE COURSE REQUIREMENTS.

### **NOTIFICATION**

46 THE EARLIEST POSSIBLE NOTIFICATION IS PREFERRED. IN SOME CIRCUMSTANCES, IT  
47 MAY BE POSSIBLE FOR THE STUDENT TO NOTIFY THE FACULTY MEMBER OF  
48 ANTICIPATED ABSENCES (E.G. FOR RELIGIOUS REASONS OR FOR SCHEDULED ATHLETIC  
49 EVENTS) DURING THE FIRST WEEK OF ENROLLMENT. ADVANCE NOTIFICATION  
50 (MINIMALLY ONE WEEK IN ADVANCE) IS REQUIRED FOR THE FOLLOWING ABSENCES:

- 51 • JURY DUTY AND OTHER GOVERNMENT OBLIGATION
- 52 • RELIGIOUS REASONS
- 53 • UNIVERSITY SANCTIONED OR APPROVED ACTIVITIES

54 A STUDENT WHO EXPECTS TO BE ABSENT FROM THE UNIVERSITY FOR ANY VALID  
55 REASON, AND WHO HAS FOUND IT DIFFICULT TO INFORM THE INSTRUCTOR, SHOULD  
56 NOTIFY THE ACADEMIC DEPARTMENT OFFICE. THE DEPARTMENT OFFICE SHALL  
57 NOTIFY THE STUDENT'S INSTRUCTORS OF THE NATURE AND DURATION OF THE  
58 ABSENCE. THIS NOTICE IS FOR THE INSTRUCTOR'S INFORMATION ONLY AND DOES NOT  
59 RELIEVE THE STUDENT OF CONTACTING INSTRUCTORS AS SOON AS POSSIBLE. IT ALSO  
60 REMAINS THE RESPONSIBILITY OF THE STUDENT TO ARRANGE WITH INSTRUCTORS TO  
61 MAKE UP ANY ACADEMIC WORK MISSED.

## Missed Class Time and Makeup Policy

Students are responsible for adhering to the attendance policy set by the instructor. It is the students' responsibility to make themselves aware of each faculty member's guidelines by carefully reading the syllabus.

Not attending a course does not constitute an official drop or withdrawal. It is each student's responsibility to drop or withdraw officially from the class, meeting all University deadlines. Faculty members may drop students who fail to attend class during the first class meeting of the semester (see Policy on Exclusion from Class). However, students should not presume that they will be dropped by the faculty member. Students who have registered for a class, but never attended, should verify whether or not they are officially enrolled.

### Excused Absences

Students may have a valid reason to miss a class. When any of the following reasons directly conflict with class meeting times, faculty shall consider an excused absence and no penalty shall be accrued. Students are responsible for informing faculty members of the reason for the absence and for arranging to make up missed assignments, tests, quizzes, and class work insofar as this is possible. Excused absences include, but are not limited to:

- Illness or injury to the student
- Death, injury, or serious illness of a close relation
- Religious reasons (California Education Code section 89320)
- Jury duty or government obligation
- University sanctioned or approved activities (examples include: artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic activities, student government, required class field trips, etc.)

Faculty members may consider other grounds for excused absences. Faculty members may require students to provide documentation for excused absences.

### Extended Absences

There are numerous classes offered on campus where attendance is crucial since student participation is essential. Absence from these courses may impact the work and participation of other students. Students who anticipate extended or multiple absences during a particular semester should consult with their advisor and the faculty member before enrolling in any class to determine whether it will be possible to complete the requirements for the course. Students who realize after enrollment that they will have extended or multiple absences should consult with the faculty member to see whether it will be possible to complete the course requirements.

### Notification

The earliest possible notification is preferred. In some circumstances, it may be possible for the student to notify the faculty member of anticipated absences (e.g. for religious reasons or for scheduled athletic events) during the first week of enrollment. Advance notification (minimally one week in advance) is required for the following absences:

- Jury duty and other government obligation
- Religious reasons
- University sanctioned or approved activities

A student who expects to be absent from the University for any valid reason, and who has found it difficult to inform the instructor, should notify the academic department office. The department office shall notify the student's instructors of the nature and duration of the absence. This notice is for the instructor's information only and does not relieve the student of contacting instructors as soon as possible. It also remains the responsibility of the student to arrange with instructors to make up any academic work missed.