

UNIVERSITY POLICY

Policy Name:	Course Attendance				
Section #:	10.2.7	Section Title:	Student Academic Regulations and Policies	Formerly Book:	2.4.7
Approval Authority:	President		Adopted:	1959	Reviewed: 10/08/2018
Responsible Executive:	Senior Vice President for Academic Affairs		Revised:	09/1990; 07/01/2013; 10/08/2018	
Responsible Office:	Office of the Senior Vice President for Academic Affairs		Contact:	svpaa@oq.rutgers.edu	

1. Policy Statement

Students are expected to be in attendance at all regularly scheduled course meetings. This policy details the permissible exceptions to this requirement, the process for absence notification, and opportunities to complete missed exercises and/or examinations.

2. Reason for Policy

To provide all students, instructors, administrators, staff, and other interested parties with guidelines for permissible course attendance absences, and the mechanics for the completion of missed coursework requirements.

3. Who Should Read This Policy

All Rutgers University faculty, instructors, students, and staff.

4. Resources

University Academic Calendars - found on the website for the Office of the Senior Vice President for Academic Affairs - <https://academicaffairs.rutgers.edu/>.

5. The Policy

- I. Attendance at all regularly scheduled meetings of a course shall be expected. A student shall be permitted to make up required exercises and examinations missed as a result of absences when these are authenticated. Each college or school shall designate an appropriate authority to authenticate the reason for absences from any regular part of a course, including final examinations.

- II. It is the policy of the University not to cancel classes on religious holidays. However, students should exercise their own judgment as to attendance in accordance with the dictates of specific school or program policies and requirements governing class attendance. Generally no public

ceremonies should be scheduled for these religious holidays. In any case, any ceremonies necessary on these days should be cleared through the appropriate campus Chancellor(s) with notification to the Senior Vice President for Academic Affairs.

It is also the policy of the University, when consistent with specific school or program policies and requirements governing class attendance, to excuse without penalty students who are absent because of religious observances; or participation in University-sponsored intercollegiate athletics contests, practices, associated travel, and other similar obligations; and to allow the make up of exercises or examinations missed because of such absence. Except when related to clinical assignments, examinations and special required out-of-class activities shall ordinarily not be scheduled on those days when religiously observant students refrain from participating in secular activities. Absences for reasons of religious obligation shall not be counted for purposes of reporting.

- III. The President of the University or an official appointed by him or her is authorized to cancel classes at the University or any part thereof in the event that weather conditions so dictate.
- IV. The recognized grounds for absences are:
 - A. Illness requiring medical attention.
 - B. Participation in recognized curricular or extracurricular activities.
 - C. Personal obligations claimed by the student and recognized as valid by the instructor.
 - D. Religious holidays.
 - E. Severe inclement weather causing dangerous traveling conditions.
 - F. University-sponsored intercollegiate athletics contests, practices, associated travel, and other similar obligations. The Division of Intercollegiate Athletics provides the student athlete's instructors with written verification that confirms the student's athletic affiliation and their participation in sponsored events.
- V. All students are responsible for the timely notification of their instructors regarding any expected absences as a result of any of the items listed above in Paragraph IV, including the use of the Self-Reporting Absence Application when requested by instructors. All students are responsible for making up the resultant missed exercises or examinations according to an appropriate schedule agreed upon with their instructors.