**1.10.25 Course Attendance and No-Show Drop Policy**

1. **Purpose**

Eastern Oregon University has an expectation of attendance in all courses. Course attendance and participation are necessary and important components of learning that affect all students in the course and are essential to achieving course education objectives. Because course attendance and course grades are demonstrably and positively related, the University expects students to attend all sessions of courses in which they are enrolled.

1. **Expectations**
2. Enrolled students are expected to attend classes. Attendance is defined as physical attendance or participation in an academically related activity such as submission of an assignment, an examination, participation in a study group or an online discussion, etc. At the sole discretion of the faculty member absence may impact the course grade.
3. In compliance with federal regulations governing financial aid and veterans’ education benefits faculty are required to report students who have never attended class. If a student does not attend at least one class session during the first week of the term that the class meets, the faculty member will notify their Dean’s office. Any student not attending during the first week of class session forfeits his/her/their place on the roster and the student will be No-Show dropped in the first week without any fees or penalties for the course.   
   * 1. **Faculty**
4. Have the responsibility to determine specific course policies, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance may be made up.
5. Will include their attendance policy and a written statement of the University attendance policy in their course syllabus.
6. Are encouraged to not make attendance a disproportionately weighted component of the final grade.
7. **Definitions**
   1. **Excused Absences**
      1. The University expects faculty to be reasonable in accommodating students whose absence from class results from:
         1. University –sanctioned or – approved activities (examples include but are not limited to artistic performances, participation in scholarly conferences and presentations, intercollegiate athletic activities, student government, required class field trips, etc.)
         2. Temporary military orders, Veterans Administration medical appointments, or pregnancy and childbirth related absences.
         3. Jury Duty or other government obligation
         4. Faculty members are not obligated to consider other absences as excused.
   2. Faculty have the discretion to set policy regarding absences resulting from:
8. Personal illness, injury, or medical conditions.
9. Death, injury, or serious illness or an immediate family member.
10. Other absences.
11. **Notification and Verification**
    1. The earliest possible notification is preferred for all excused absences.
    2. Faculty have the right to require documentation verifying the basis of any student absence.

**Approval History**This will be going through the PCC Process.