



California University of Pennsylvania

Graduate School POLICY: Attendance (Class Attendance)

A. Purpose & Scope

To describe the attendance policy

B. Definition(s)

C. Policy

Regular class attendance; whether physical presence in an on-ground course or virtual presence in an online course is a prerequisite for successful class performance. University policy permits class absence for cause but places an obligation for successful completion of course work on the student. Faculty members may establish their particular policies for absences subject to the following university provisions:

- Class absences are excused for officially sanctioned University activities, where the student's attendance is mandatory and which have been pre-approved by the appropriate Vice-President or designee.
- University activities appropriate to be considered as an excused absence include, but are not limited to scheduled NCAA athletic events and academic competitions in which the student is a mandatory participant.
- Other appropriate situations include military duties, auto accidents, impassable roads, death in the immediate family, and/or medical emergencies.
- Verification of such absences may be required by the instructor.

D. Procedure(s)

The student must, in all cases, arrange to make up examinations or other work missed because of absence, according to terms and a schedule agreeable to the instructor.

Except in cases of emergency, it is the students' responsibility to inform faculty members of the cause of any absences in advance. Students should notify the Dean of Students concerning lengthy absences due to illness or other causes, and appropriate documentation is required in such cases. The Dean will in turn notify the professors concerned.

The California University Health Center does not issue medical excuses. Under certain circumstances the Health Center will notify instructors about students' absences (or other failure to fulfill academic obligations) due to medical conditions. On the basis of this notification, individual professors in turn will determine whether or not to excuse the absences.

E. Effective Date: 2005-2006 Graduate Catalog

Updated Date: August 15, 2010

Amended Date: