

STOCKTON UNIVERSITY

PROCEDURE

Course Attendance

Procedure Administrator: Provost

Authority: N.J.S.A. 18A:64-8; N.J.S.A. 18A:62-4.2, Higher Education Opportunity Act of 2008, Public Law 110-315 Section 487, Title IX of the Educational Amendments of 1972

Effective Date: June 4, 2014; August 31, 2020; August 31, 2023

Index Cross-References: II-30 – Course Attendance Policy

Procedure File Number: 2030

Approved By: Dr. Joe Bertolino, President

1. Course Attendance

Course attendance is an individual student responsibility. Students are expected to attend class meetings, interact with faculty and students in face-to-face, hybrid and online courses, and complete all assignments as determined by instructors in a course syllabus.

Faculty are expected to provide a course syllabus on or by the first day of the course that identifies major exam(s), assignment dates and information regarding their class or online course attendance policies and requirements. Faculty are also expected to explain how attendance and/or online course participation or interaction will relate to the final course grade and how authentication of unavoidable absences needs to be documented.

Notwithstanding an instructor's attendance policy, students receiving financial aid may be subject to attendance confirmation requirements specific to the type of aid received. See Office of Financial Aid – Enrollment Verification and Terms and Conditions of Financial Aid Awards.

2. Excused Absences

- a. At the discretion of the instructor, an absence from a class meeting or from required participation in an online course may be excused with supporting documentation for the following reasons:
 - i. Religious holidays, including travel for that purpose (it shall be the responsibility of the student to provide the instructor with reasonable

ii. Exams

If illness or emergency prevents a student from attending or taking a scheduled examination, the student shall complete the Stockton Cares online form which will notify the appropriate University offices and staff of the situation. The student should also send a written request to the instructor for a deferred examination prior to the examination, explaining the reason for the absence. Any details of illness should be provided to Stockton Cares and not to the instructor.

iii. Provisions for Making Up Work

Where a student has had an excused absence, the instructor should provide the student with an opportunity to make up any quiz, exam, or other work that contributes to the final grade or provide a satisfactory