

## **Classroom Attendance Rule**

### **Texas A&M International University**

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Texas A&M International University views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments. Instructors are expected to give adequate notice of the dates on which major tests will be given and assignments will be due. Graduate students are expected to attend all examinations required by departments or advisory committees as scheduled formally.

**1.1** The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following:

- 1.1.1 Participation in University sponsored activity at the request of University authorities.
- 1.1.2 Death or major illness in a student's immediate family.
- 1.1.3 Illness of a dependent family member.
- 1.1.4 Participation in legal proceedings or administrative procedures that require a student's presence.
- 1.1.5 Religious holy days. (See Appendix 1)
- 1.1.6 Illness that is too severe or contagious for the student to attend class.
- 1.1.7 Required participation in military duties.
- 1.1.8 Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

**1.2** The student is responsible for providing satisfactory evidence to the instructor within seven calendar days of his or her absence return to substantiate the reason for absence. If the absence was excused, the instructor must either provide the student an opportunity to make up the exam or other work missed or provide a satisfactory alternative completed within 30 calendar days from the date of absence.

**1.3** Students who miss class due to a University sponsored activity are responsible to identify their absences to their faculty as far in advance of their absence as possible.

**1.4** If an off-campus licensed physician provides evidence of a student's illness, the excuse documentation must contain the date and time of the illness and doctor's opinion that the student was too ill to attend class. If a physician determines that the student is not ill, he or she will not receive an excuse. If no evidence is available, the instructor will decide whether makeup work will be allowed.

**1.5** In some courses, attendance and in-class participation are ongoing requirements and an integral part of the work of the course. In other courses, occasional in-class assessments may occur, sometimes without advance notice. It is the responsibility of the instructor to inform each class at the beginning of the semester of the nature of in-class participation expected and the effect of absences on the evaluation of the student's work in the course.

**1.6** Authorized activities are official University absences. Authorized Absences are for activities that are:

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- 1.6.1 Required due to mandatory participation in a University activity.
- 1.6.2 Necessary as a requirement for an official class.

**1.7** Students should familiarize themselves with course syllabus and instructor expectations about specific methods for requesting excused absences.

**1.8** Questions regarding absences should be directed through the appropriate reporting channels (chair, dean, provost) to ensure the student receives the excused absence and make up work is given in accordance with Rule 1.2

#### **Faculty Information**

**2.1** The instructor's attendance policy, including procedures for submitting excuses and for scheduling makeup work when the excuses are accepted, shall be clearly defined in the syllabus to be distributed on the first day of class.

**2.2** There is no University-wide definition of a reasonable number of permissible excused absences. The instructor, in lieu of a University policy, is responsible for determining the acceptable number of excused absences in his/her class.

**2.3** Because each instructor has the responsibility to implement grading procedures that are fair and equitable, the instructor shall devise a system for making up missed assignments and examinations that does not unfairly penalize the student when an excused absence is accepted. Such make-up work shall be at a comparable level of difficulty with the original assignment or examination. Make-up examinations shall be at a time and place mutually agreeable to the instructor and student.

**2.4** When excused absences are accepted, the instructor shall hold all students with excused absences to the same standard for making up missed assignments or examinations.

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### **Appendix 1 – Excused Absences for Religious Holy Days**

Enacted by the Texas Legislature and effective 9/1/03, Texas House Bill 256 amends Chapter 51: Education Code, Section 51.911, and reads (in part):

“An institution of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable amount of time after the absence.”

A “religious holy day” is defined as one observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code.