



## **Class Attendance**

### **Purpose**

The purpose of this policy is to outline class attendance and the procedures for absences. Students are expected to attend all classes, laboratories, and other class-related activities on a regular and punctual basis.

### **Persons Affected**

This policy applies to faculty and students.

### **Policy**

Attendance policies will be stated in the course syllabus. For those classes where attendance is a factor in the course grade, an accurate record of attendance will be maintained.

### **Absences**

At the discretion of the instructor, students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. When possible, students should notify their instructors in advance about absences. Students are responsible for providing documentation in a timely manner to the instructor for each absence. The instructor determines whether such documentation is satisfactory.

Students missing classes, other than for university-sponsored trips, should contact the Dean of Students Office and request that an absence notification be sent to the instructor(s). The notification is not an excuse, and is not evaluated by the Dean of Students Office. The notification is only provided as a courtesy to the student and the student's instructor(s).

If participating in university-sponsored events, announcements in mySFA may constitute official notification. Faculty members sponsoring activities that require their students to be absent from other classes must submit to the Provost and Executive Vice President for Academic Affairs an explanation of the absence, including the date, time, and an alphabetical listing of all attending students. If approved by the Provost and Executive Vice President for Academic Affairs, this information will be posted on mySFA.

Whether absences are excused or unexcused by the instructor, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for absences equaling no more than 15% of the scheduled course meeting time for the term, depending on the nature of the missed work. The timeline for completing make-up work will be determined by the instructor.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

Tex. Educ. Code §§ 51.911-.9111

In-Residence Requirement



19 Tex. Admin. Code §§ 4.4, .9

SFA HOP 04-110 Institutional Absences  
SFA HOP 04-112 Military Service Activation

**Responsible Executive**

Provost and Executive Vice President for Academic Affairs

**Forms**

None

**Revision History**

September 1, 2023 (original)