

# ATTENDANCE, ABSENCES AND AUTHORIZED ABSENCE ACTIVITIES

Students must meet course objectives and attendance policies as outlined in the course syllabus.

## Attendance

In cases where absences prevent students from meeting course objectives, students may be required to drop the course or be administratively dropped or withdrawn.

Additionally, students are responsible for:

1. Being on time and attending all class meetings for courses in which they are registered.
2. Making every effort to schedule classes that will minimize conflicts caused by foreseeable activities and related travel.
3. Monitoring their attendance and absences throughout the term.
4. Reviewing course syllabi with regard to the instructor's policy on absences and consulting the instructor if any portion of the attendance policy outlined in the syllabus is not understood.

In regard to absences, whether excused as an authorized activity or at the instructor's discretion, students are responsible for:

1. All material covered in class and must work with each individual instructor to complete any required work and obtain any class notes or other course material missed due to these absences.
2. Coordinating with instructors prior to any examination or presentation in order to explore the impact of the missed assignments and options.
3. Providing written notification, as outlined below, of all other absences as soon as possible, for events not foreseen at the beginning of the semester. (See Authorized Absence Activities (p. 1) below and the Bereavement Policy (p. 2) for additional information)

## Absences

In addition to authorized absences, instructors have the authority to excuse absences for other reasons.

Documentation for short-term absences may be required at the instructor's discretion.

In the event that several classes have been missed and students are unable to meet course objectives they should consult with the instructor and academic advisor about course extensions (see the Incomplete Course (<https://catalog.slu.edu/academic-policies/academic-policies-procedures/incomplete-course/>) policy) or a course withdrawal (see Dropping or Withdrawing from Courses (<https://catalog.slu.edu/academic-policies/academic-policies-procedures/dropping-or-withdrawing-from-courses/>) policy).

Medical documentation may be required in cases of serious illness or medical conditions which impact a student's ability to participate in courses for an extended period.

In the event of a chronic medical condition or disability, students are strongly advised to contact the Dean of Students and/or the Office of Disability Services to explore potential accommodations.

## Authorized Absence Activities

As previously stated, in the event that several classes have been missed and students are unable to meet course objectives they should consult with the instructor and academic advisor about course extensions (see the Incomplete Course (<https://catalog.slu.edu/academic-policies/academic-policies-procedures/incomplete-course/>) policy) or a course withdrawal (see Dropping or Withdrawing from Courses (<https://catalog.slu.edu/academic-policies/academic-policies-procedures/dropping-or-withdrawing-from-courses/>) policy).

Each instructor will excuse students from class for authorized activities (see below) and provide an opportunity to complete missed exams, quizzes, and other required work.

Students are responsible for all material covered in class and must work with each individual instructor as soon as they return to complete any required work.

Missed required work may be replaced by alternative assignments at the instructor's discretion.

Authorized activities and required documentation are defined as:

**All absences due to an isolation/quarantine directive issued by a qualified health official shall be considered "Authorized" absences.**

This is a temporary amendment to the Attendance Policy, effective August 1, 2021 until further notice.

**Participation in Division 1 athletic games and associated travel (excluding practices);**

Official notification from Saint Louis University Athletics.

**Appearances required as part of a Saint Louis University investigation/hearing;**

Official notification from the Dean of Students, academic Dean, or Office of Academic Integrity.

**Short-term service with the military and/or First Responder (see the Military Policy for additional information and notification timeline)**

Letter of deployment or official notification of required service.

**Legal obligation (e.g jury duty, required court appearance);**

Official notification of required appearance.

**Religious Holiday Observance**

The Office of the Provost, in consultation with Campus Ministry and the Office of the University Registrar, will publish a list of religious holidays likely to affect students.

Calendar of Religious Holy Days and Observances (<http://www.slu.edu/registrar/calendars/religious-holy-days-and-observances.php>)

Students must notify instructors in writing by the end of the first week of the semester of all religious holidays they observe that conflict with their course meetings and activities

Instructors will notify students promptly if these absences will prevent the student from meeting the course objectives so that the student may drop the course during the add/drop period.

**Bereavement**

Official notification from the Dean of Students or academic dean.

Upon request to and approval by the Dean of Students Office, students shall be given up to five consecutive days (not including weekends or holidays) of excused absence for bereavement.