



Fordham University – Fordham College: Student Attendance Policy (Source: Student Handbook)

Students are expected to attend every class of every course for which they are registered. Each class meeting has its own dynamics and provides a unique opportunity for learning. While acknowledging the critical importance of class attendance, the institution also recognizes that there are times when absence from class is unavoidable.

Absences for reasons of religious holiday, serious illness, death in the student's immediate family, or required participation in a university-sponsored event are, with the appropriate documentation, excused absences, and students will be given an opportunity to make up class examinations or other graded assignments. The maximum number of total excused absences will not exceed six class meetings for a course that meets three days per week, four class meetings for a course meeting two days per week, or two class meetings for a course that meets once a week.

If a faculty member chooses to allow unexcused absences, the number of excused and unexcused absences combined may be limited to the maximum number noted above. Faculty members are under no obligation to allow make-up work for unexcused absences. Faculty who choose to establish a more stringent attendance policy must have the approval of their department. All faculty must include their attendance policy in the course syllabus distributed at the first course meeting.

In cases where unusual circumstances cause a student to miss a significant amount of class time for reasons beyond the student's control, the student should confer with the faculty member and class dean to ascertain if it is feasible to complete the work of the course. **If a student misses a week of class, faculty members are encouraged to notify the appropriate class dean of the student's home school.** The class dean will contact the student.

Procedures for Documenting Student's Excused Absence

Personal Illness and Death in the Immediate Family: In case of personal illness, verification will be accepted from a physician writing on official letterhead or prescription pad or from the Fordham Student Health Center. In case of death, a letter from a family member or other appropriate verification is required. These documents should be sent to the Class Dean of the student's home school as soon as possible. The Class Dean will notify the instructors of the student's situation.

Religious Holidays: Students who are absent due to religious holiday(s) should notify their instructor in writing preferably at the beginning of the semester, but no later than two weeks prior to any affected class session. Faculty members who intend to observe religious holidays on days when the university is in session should note such dates on the syllabus and alert the students as to how the work for the missed class will be made up.

Participation in University-Sanctioned Activity: There is a variety of activities in which students serve as representatives of the Fordham community. The most visible of these is varsity athletics but others include the debate team, ROTC, presentation of research, the University choir and the dance team. The authorized administrator/director of the activity will provide a written list of the dates of the activities, including travel time, at the beginning of the semester to each of the students. Students will provide each of their professors with the scheduled list of excused absence(s) at the beginning of the semester. The faculty will acknowledge the scheduled absence(s) by signing an accompanying letter. In some cases—e.g., the scheduling of a championship tournament or a rescheduled competition—the actual timing of the event may not be known at the beginning of the semester. In such cases, the authorized administrator will make every effort to notify instructors as soon as possible.

In any of the above four circumstances, it is the student's responsibility to obtain any class notes or other course material missed due to the absence from peers in the course. It is also the student's responsibility to speak with the instructor to make arrangements for missed examinations or graded assignments. The manner in which the work will be made up is left to the discretion of each faculty member.

There are university resources available to assist faculty in accommodating students. Tutoring is available through the individual departments. Assistance with proctoring of examinations is available through the Academic Records Office, the class deans associated with each of the colleges, the Office of Academic Advising for Student Athletes, or the secretary or graduate assistants of one's own department.