

**Revised Attendance Policy**  
**Approved by SAC 2/6/2020**

~~Strike Through~~ = original language that is changed  
*Italics* = new language

**Attendance Policy**

Students are expected to attend all regularly scheduled classes. *With the exceptions outlined below*, the instructor has the final authority to excuse absences. It is the responsibility of the instructor to inform students of their policy for handling absences and tardiness and the consequences that may be imposed. Notification should be done both verbally and in writing at the beginning of each semester.

It is the responsibility of the student to inform the instructor regarding the reason for absence or tardiness from class, and to discuss this with the instructor in advance whenever possible. The instructor has the right to require documentation in support of the student's request for an absence from class and to determine the appropriate response (e.g., excused absence, deadline extension, substituted work). If an out-of-class exam is scheduled which conflicts with a regularly scheduled class, the regularly scheduled class has priority. *If an out-of-class exam or other activity (e.g., field trip, campus speaker or event, workshop) conflicts with a regularly scheduled class, the regularly scheduled class has priority. Any conflicts between student and instructor regarding this policy may be presented for resolution to the course department chair or College dean's office.*

When a student is unable to attend classes for reasons of health, *bereavement, or required legal appearances (e.g., jury duty, citizenship hearing)*, the student should contact their academic dean's office regarding support. An instructor may request through the appropriate dean's office documentation to support a student's request for an excused absence.

the student may give permission for the instructor to discuss the situation with a representative from the Center for Health and Wellbeing. As with all absences, the faculty member has final authority to excuse students from classes.

**Intercollegiate and Academic Competitions:**

Students participating in inter-collegiate athletics should plan their schedules with special care, recognizing the primary importance of all of their university academic responsibilities. Each semester, members of UVM varsity and junior varsity teams are responsible for documenting in writing any conflicts between their planned athletic schedule and the class schedule to their instructors by the end of the second full week of classes. Students and instructors should then discuss potential conflicts between course requirements and intercollegiate competitions. When an unavoidable conflict exists, the student and instructor should seek a resolution which permits the student to address the course requirement and participate in the athletic competition. The instructor has final authority on this matter who represent the University of Vermont *in official intercollegiate varsity athletic or academic program-sponsored competitions should plan their schedules with special care, recognizing the primary importance of their academic responsibilities. It is the responsibility of the student to avoid signing up for a course or section whose scheduled meetings consistently conflict with the intercollegiate competition and travel schedule. If travel for such intercollegiate competition requires absences from a class, it is also the student's responsibility to provide the instructor with documentation of anticipated absences and to meet with the instructor regarding the missed course work and instruction. Provided a student has submitted documentation for absences due to participation in official intercollegiate competitions, an instructor*

*must excuse the absences and should provide reasonable assistance to the student concerning missed instruction, assignments, and exams, including final exams. Any conflicts between student and instructor may be presented for resolution to the course department chair or College dean's office.*

**Religious Holidays Observance:** Students have the right to practice the religion of their choice. Each semester students should submit in writing to their instructors by the end of the second full week of classes their documented religious observance schedule for the semester. Faculty must permit students who miss class for the purpose of religious observance to make up the course work. Each student is held responsible for knowledge and observance of these rules and regulations, including those concerned with academic honesty. Please refer to the [Code of Student Rights and Responsibility](#) policy webpage. *Faculty will treat these absences as excused and will provide reasonable accommodation to the student concerning missed instruction, assignments, and exams, including final exams. Any conflicts between student and instructor may be presented for resolution to the course department chair or College dean's office.*

**Disenrollment Policy:** The instructor has the right to disenroll any student from a course if that student

1. does not meet the prerequisites of the course, or
2. fails to attend a scheduled course by the third instructional day of a semester or the second scheduled class session of a course, whichever comes later, unless the student has notified the instructor and has been excused.

To disenroll a student, the instructor must notify the registrar by the add/drop deadline. Upon such notification, the registrar shall remove the student's name from the class list and the course from the student's schedule. The student is responsible for determining whether they are enrolled in a class. Any conflicts between student and instructor may be presented for resolution to the course department chair or College dean's office.

Original policy link: <http://catalogue.uvm.edu/undergraduate/academicinfo/rightsandresponsibilities/>