

1

## 2 **Missed Class Time and Makeup Policy**

3 **Students are responsible for adhering to the attendance policy set by the instructor.** It is the students'  
4 responsibility to make themselves aware of each faculty member's guidelines by carefully reading the  
5 syllabus.

6

7 **Not attending a course does not constitute an official drop or withdrawal.** It is each student's responsibility  
8 to drop or withdraw officially from the class, **meeting all university deadlines.** Faculty members may drop  
9 students who fail to attend class during the first class meeting of the semester (see policy on Exclusion  
10 from Class). However, students should not presume that they will be dropped by the faculty member.  
11 Students who have registered for a class, but never attended, should verify whether or not they are  
12 officially enrolled.

13

### 14 EXCUSED ABSENCES

15 Students may have a valid reason to miss a class. In such cases faculty shall consider the absence excused  
16 and no penalty shall be accrued. Students are responsible for informing faculty members of the reason for  
17 the absence and for arranging to make up missed assignments, tests, quizzes, and class work insofar as  
18 this is possible. Excused absences include, but are not limited to:

- 19
- 1. Serious illness or injury to the student
  - 20 • 2. Death, injury, or serious illness of a close relation
  - 21 • 3. Religious reasons (California Education Code section 89320)
  - 22 • 4. Jury duty or government obligation
  - 23 • 5. University sanctioned or approved activities (examples include: artistic performances, forensics
  - 24 presentations, participation in research conferences, intercollegiate athletic activities, student
  - 25 government, required class field trips, etc.)

26 Faculty members may consider other grounds for excused absences. Faculty members may require  
27 students to provide documentation for excused absences.

### 28 EXTENDED ABSENCES

29 There are numerous classes offered on campus where attendance is crucial since student participation is  
30 essential. Absence from these courses may impact the work and participation of other students. Students  
31 who anticipate extended or multiple absences during a particular semester should consult with their  
32 academic advisor and the faculty member before enrolling in any class to determine whether it will be  
33 possible to complete the requirements for the course. Students who realize after enrollment that they will  
34 have extended or multiple absences should consult with the faculty member to see whether it will be  
35 possible to complete the course requirements.

### 36 NOTIFICATION

37 The earliest possible notification is preferred. In some circumstances, it may be possible for the student to  
38 notify the faculty member of anticipated absences (e.g. for religious reasons or for scheduled athletic  
39 events) during the first week of enrollment. Advance notification (minimally one week in advance) is  
40 required in order for the following absences to be excused:

- 41
- 1. Jury duty and other government obligation
  - 42 • 2. Religious reasons

43 • 3. University sanctioned or approved activities

44 A student who expects to be absent from the University for any valid reason, and who has found it  
45 difficult to inform the instructor, should notify the academic department office. The department office  
46 shall notify the student's instructors of the nature and duration of the absence. This notice is for the  
47 instructor's information only and does not relieve the student of contacting instructors as soon as possible.  
48 It also remains the responsibility of the student to arrange with instructors to make up any academic work  
49 missed.