



Class Attendance Policy

NAME:	Class Attendance Policy
ISSUING DEPARTMENT	Academic Affairs
ISSUED DATE:	February 28, 2017
REVIEWED DATE:	December 3, 2019
APPROVING AUTHORITY:	Cabinet
DATE REVISED:	December 3, 2019

PURPOSE

To establish a university-wide policy for class attendance.

SCOPE

This policy is pertinent to all students enrolled at Mansfield University and is therefore relevant for all academic departments.

RESPONSIBILITY

The Academic Affairs division is responsible for implementing and periodically reviewing this policy.

PROCEDURE

Regular and punctual class attendance is expected. Documented excuses because of illness, serious mitigating circumstances, official military service, or official university representation will be accepted by all faculty members. In these cases, faculty members will permit students to make up all graded course components without penalty in a reasonable manner at a time agreeable to instructor and student. Students must provide documentation before absences can be excused. All instructors are expected to make their class participation and attendance policies clear in the course syllabi.

DISTRIBUTION

This policy is posted to the Policies and Procedures web page and is included in the current undergraduate catalog.