

# STUDENT ATTENDANCE

Students are expected to attend every class of every course for which they are registered. If an instructor wishes to have a different attendance policy, that policy must be stated in the syllabus distributed to each student registered for the course, including whether and how absences will affect the student's grade for the course.

In addition to faculty members keeping record of attendance, students are responsible for keeping a record of their own absences and may not exceed the maximum number allowed. While students may consult the instructor about their record of attendance, the instructor is the final judge of that record.

Absences for reasons of religious holidays, 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. At FCRH, FCLC, and Gabelli, students can complete an Excused Absence Request if required by the instructor (this is not a requirement by the respective dean's offices) on their My.Fordham portal, but this should only be encouraged for instances when approval is needed for a make-up or to extend a deadline. In any other instances, faculty are asked to use their own discretion in granting excused absences consistent with the University's policies above. For University-sponsored events, documentation will be provided by the appropriate University office either directly to the faculty member or via the student. Students enrolled in PCS are asked to email their advising dean with their request, which should include the reason for the anticipated absence, along with supporting documentation.

The maximum number of total 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, unless otherwise noted in the syllabus.

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 makeup 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/advising dean to ascertain if it is feasible to complete the work of the course.

For all students, the following guidelines apply.

**Religious Holidays:** A number of religious faiths are represented in the Fordham student body. Students who will be absent due to a religious holiday should notify their instructor at the beginning of the semester.

**Participation in University-Sanctioned Activities:** Students serve as representatives for the Fordham community in a variety of activities. The authorized administrator/director of the activity will provide a written list of the dates of the activities, including travel time, to each participating student at the beginning of the semester. Students will provide each of their professors with the scheduled list of excused absences at the beginning of each semester. The faculty will acknowledge the scheduled

absence(s) by signing an accompanying letter. In some cases—such as 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.

**Student Health Services** will not provide notes excusing students from class. At FCRH, FCLC, and Gabelli, providing appropriate documentation is part of the Excused Absence Request review. At PCS, students are expected to provide their class/advising dean with appropriate documentation.

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

**Faculty members are encouraged to notify the appropriate class or advising dean of the student's home college/school about prolonged absences.**