**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, it must be spelled out 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 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. At FCRH, students are asked to complete an Excused Absence Request Form, [http://tiny.cc/fcrhexcusedabsence](http://tiny.cc/fcrhexcusedabsence), which is reviewed by their respective class dean. At FCLC, students complete an Excused Absence Request available in LL 804, which is reviewed by their class dean and submitted to the instructor for final approval. At GSB, students are asked to email their class dean, except students (sophomores) enrolled in a cohort, who should visit this link: [www.fordham.edu/gabelli/absence](http://www.fordham.edu/gabelli/absence). At PCS, students are asked to email their advising dean with their request which should include the reason for the anticipated absence.

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 are absent due to religious holiday(s) should notify their instructor at the beginning of the semester.

**Participation in University-Sanctioned Activity:** Students serve as representatives of 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, 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 each 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.

**Student Health Services** will not provide notes excusing students from class. Students can give permission for their class/advising deans to contact Student Health Services. At FCRH, this is part of the review of Excused Absence Forms. At FCLC, GSB, and 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 the absence. 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.