

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Attendance Policy (number AP1004)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Created: **9/26/10**

I. Background and Purpose

*Starting in 2011, a large number of UWS academic policies were looked at and revised or newly approved. A numbering system was created to indicate what year the policy was revised. In keeping with that practice, pre-existing policies that were not changed are being brought into the same format. Because they have been previously approved, a generic date of 9/26/10 is used as the date and policies will be assigned numbers starting with AP1001. Approvals are not necessary as they were approved prior to the date indicated above.

II. No constraints

III. Definitions

IV. Policy Statements

Attendance

Students are expected to attend all classes. Individual absences from class may be excused only by the instructor. Consult the course syllabus for proper procedures for notifying the instructor in case of emergency.

Group absences for both off- and on-campus activities, such as field trips, music clinics, and athletic trips, must be cleared with the appropriate administrator and a list of students participating be made available for publication. The list of students should be posted on the faculty/staff digest by the sponsoring authority. Students absent for University-approved activities will be excused from class and allowed to make up missed course work. Instructors may require students to complete a supplementary assignment in lieu of class attendance. It is the student's responsibility to directly notify instructors prior to the absence.

V. Policy Procedures

VI. Compliance

- 6.1 Approved by
- 6.2 No consequences.
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

VII. Attachments

- 7.1 No attachments