



Policy Title: AA3021 - Class Attendance

Subject Area: Academic

Responsible Official(s): Executive Vice President and Provost

Responsible Office(s): Office of the Provost

Policy Statement

University of Memphis students are expected to attend classes and satisfy academic objectives as outlined by the instructor. Faculty are responsible for establishing a class attendance policy and communicating that policy at the start of the semester to all students registered for the class.

Procedures

Extenuating Circumstances

Students may have extenuating circumstances that make it impossible for them to attend all class sessions. These absences may be an exception to the class attendance policy set by the instructor. They include military orders, court-imposed legal obligations, religious observances, extended illness, participation in university, college or unit-sponsored activities, and obligations to represent the university.

The student should provide a document to the instructor detailing the circumstances for missing the class and date/s on which the class will be missed:

1. During the first two weeks of the semester, but no later than the first day of class for students who have registered for a course prior to the start of the semester, or
2. Immediately after the student knows of the need to miss class because of one of these extenuating circumstances. If a student has documented extenuating circumstances, the instructor has the discretion to determine what course work is available for make-up for credit. If certain work is not available, the student will be held harmless. The instructor does not have the discretion to count the absence against the student.

Responsibility of Students

Absence from classes does not relieve students from responsibility for any part of the course missed during the period of absence. Instructors who feel that the required time away from class may be too much should consult with the student to determine, whether through extra effort and tutoring, the student may be able to achieve the learning outcomes of the class. If not, the instructor should recommend that the student withdraw from the course. If at all possible, the recommendation to withdraw from the class should occur before the end of the add/drop period. Students should consult with their academic advisor as soon as they know that a class must be dropped. Students are not automatically dropped from the class(es) if they do not attend. They must officially drop their class(es) by the published deadline to obtain a "W" grade.

Last Revision Update Log: 12/02/2022

UM1776 – May 12, 2014
AA3021 supercedes UM1766