

## Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion.

\*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to [ndsuscc@ndsu.edu](mailto:ndsuscc@ndsu.edu).

Refer to the [NDSU Senate Coordinating Council process](#) for more information about housekeeping changes.

Policy Number and Name: Policy 333: Class Attendance Policy

Is this a federal or state mandate:  Yes  No

This policy impacts (check all that apply):  Students  Staff  Faculty  Other (please describe):

\*The President's Council for Campus Well-being is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive or negative—on the communities and the people who live and work within the community where the policy is implemented. In fact, the World Health Organization estimates that the social, financial, and environmental factors of a community influence up to 55% of a person's well-being. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making. For more information, see [HiAP at NDSU 2023 Report](#).

Individual/Department/Committee or Organization submitting the policy change: Dean of Students Office, Office/Equal Opportunity and Title IX Compliance/President's Council for Campus Well-being

Date Submitted to SCC Secretary: 8/20/2023

Email address of the person who should be contacted if revisions are requested: [Emily.Frazier@ndsu.edu](mailto:Emily.Frazier@ndsu.edu)

**NDSU's Strategic Plan Inclusivity and Diversity Goal:** Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach.

**Sub-Goal:** Design and implement additional programming, curriculum, outreach opportunities, and policies that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

<b>Checklist items</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
The <i>social</i> impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).	X			Encourages and expects care, compassion, and support of our students which both enhances their experience and assists in retention
The <i>financial</i> impact on students, staff, faculty, others was considered.			X	
The <i>physical health</i> impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).	X			Edits within the proposed excusable absences better support physical health concerns
The <i>mental health</i> impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).	X			Edits within the proposed excusable absences better support mental health concerns
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	X			No pronouns are utilized in this policy (students, instructors, etc.)
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	X			PCCW-which includes students, faculty, and staff and is charged by the President to focus on well-being as one of the five institutional priorities
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.	X			Input has been received from several student service offices regarding the challenges the existing policy presents for students with health-related absences, deaths, and critical life events. PCCW also reviewed from an overall well-being perspective. Key offices connected due to some interrelated policy language/references.
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	X			Providing increased support to students during difficult times assists in their ability to continue their education and be retained by the University
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.		X		There is not a formal evaluation process addressed, but the Dean of Students Office already keeps records for each student

			notification sent to instructors/others. This practice will continue and records can be reviewed longitudinally for themes, successes, and concerns.
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	X		No additional resources are needed as the Dean of Students Office already routinely works with students presenting with these circumstances and communicates requests with campus.

Effect of policy addition or change: Utilize the completed checklist to provide an explanation of the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s): The changes will provide students with excused bereavement leave, better explain the scope of pregnancy related absences and religious observance absences, and allows students to be approved for other excused absences due to significant health or life events.

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

# North Dakota State University

## Policy Manual

---

### SECTION 333 CLASS ATTENDANCE POLICY

SOURCE: NDSU Faculty Senate Policy

#### 1. ATTENDANCE

Attendance in classes is expected and important. (The term “class” includes class, online class, laboratory, field trips, group exercises, or other activities directly associated with participation in a course.) However, there are instances in which students are unable to attend class and in which those absences must be excused (“Excused Absences”). Specifically, Excused Absences are those identified in section 4 below. All absences not covered by section 4 are excusable at the discretion of the instructor, and reasonable flexibility is encouraged. If an instructor believes verification is necessary to address unexcused absences- ~~(short-term common illnesses, childcare responsibilities, vacation/travel) e.g., hospitalization, long term illness, bereavement, excessive tardiness/absences, childcare responsibilities, etc.,~~ they are encouraged to contact the Dean of Students Office for consultation. While documentation may be required in some instances, ~~documentation it~~ will not generally be required in order to account for common illnesses that are best cared for by rest and self-care.

Class attendance policies may not have discriminatory effect (intentional or unintentional) on members of a protected class (see [NDSU Policy 100](#)).

Students are expected to notify their instructor about absences in a timely and effective manner. When a student is unable to communicate about an absence due to an emergency or crisis, a family member or other responsible party, may notify the Dean of Students Office, who will then provide notification to instructors. The Dean of Students Office will also provide Excused Absence notifications, when it is required for the student to contact the Dean of Students Office and/or provide verification (jury duty, subpoena, military, bereavement, hospitalizations, long-term illnesses, and emergencies).

#### 2. INSTRUCTOR RESPONSIBILITY

- a. Each syllabus must contain instructor expectations~~(1) the policy~~ regarding class absences; and ~~(2) the policy~~ for making up missed coursework in the class. It is recognized that sometimes an assignment is impossible to make-up.
- b. Excused students must be given an opportunity to address any missed coursework in a reasonable amount of time.
- c. If an instructor is uncertain of how to respond to or assist students, they are welcomed to contact the Dean of Students Office. Additionally, if an instructor receives information from a student regarding bereavement, long-term illness, or personal emergency, they are encouraged to complete the Care Team reporting form.

#### 3. STUDENT RESPONSIBILITIES AND RECOURSE

Students who anticipate excusable absences shall notify the instructor as soon as information about the absence is known. In the case of unanticipated absences or events, the student needs to contact the instructor as soon as possible. Students have the responsibility to communicate with the instructor if graded work is scheduled during times where absences are required.

If a student needs assistance navigating a class absence with their instructor, they are encouraged to contact the Dean of Students Office or complete a ["Concern or Complaint" form](https://cm.maxient.com/reportingform.php?NorthDakotaStateUniv&layout_id=2) at [https://cm.maxient.com/reportingform.php?NorthDakotaStateUniv&layout\\_id=2](https://cm.maxient.com/reportingform.php?NorthDakotaStateUniv&layout_id=2)

#### 4. EXCUSED ABSENCES

North Dakota State University values and supports students during required participation in university sanctioned activities, while navigating health concerns and emergency situations, during religious observances and bereavement, and while attending to civic or military obligations. Students should contact the Dean of Students Office for assistance with any of the Excused Absences listed below. The Dean of Students Office may require documentation to support and verify excused student absences.

##### 4.1 University Sanctioned Events

~~North Dakota State University values and supports the required participation of students in university sanctioned activities. Absences due to a~~ A-university sanctioned event or activity ~~shall be~~ (as defined by the Congress of Student Organizations as Tier 1 or Tier 2), ~~shall be excused.~~ Sanctioned activities also include mandatory participation as a student athlete in NCAA-sanctioned competition, performing arts outreach, exhibitions, competitions, academic meetings, and conferences. ~~Verification may come from the Dean of Students Office, Athletics, Student Activities, or individual staff/faculty members who has oversight or an advisory role within a particular sanctioned event or activity.~~

##### 4.2 Pregnancy or Related Conditions ~~Students~~

Absences due to pregnancy or related conditions, including pregnancy, childbirth, termination of pregnancy, lactation, or recovery from childbirth, shall be excused for as long as the student's health care provider deems the absences medically necessary. Please visit NDSU Policy 162: Sexual and Gender-Based Harassment and Sexual Misconduct, Section 12.3 and NDSU Policy 156.2 for additional information. When the student returns to class the student must be provided the opportunity to make up any work missed. In addition to being provided the opportunity to make up missed work, students may be offered Aalternatives including allowing the student to take an incomplete and complete the course at a later date, ~~or~~ retaking the course, or transitioning to taking an online course. ~~If an instructor believes verification is necessary, they are encouraged to contact the Dean of Students Office.~~ Pregnant students should be provided referral information to the Equal Opportunity and Title IX Compliance Office to ensure the student is aware of services, resources, and their rights.

Commented [FE1]: Link to new Pregnancy Policy

##### 4.3 Religious Accommodations Observances

Religious observances may require absence, tardiness, or early departure from a class session and other required class activities. A student who is to be excused from class for a religious observance is not required to provide a second party certification- documentation of the reason for the absence. A list of common religious holidays and events is available through the Office of Multicultural Programs.

#### 4.4 Jury or Other Legal Duty

Legally mandated absences, such as jury duty or court subpoena, shall be excused.

#### 4.5 Military Duty/Veteran Status

Absences due to military duty or veteran status, including service-related medical appointments, where failure to appear might result in a loss of benefits, shall be -excused.

#### 4.6 Student Bereavement

Students who experience a death in their family must contact the Dean of Students Office to implement a student bereavement excused absence. Typically, this death involves that of an immediate family member, as defined by funeral leave in NDSU Policy 139 for employees. However, it is up to the discretion of the Dean of Students Office to determine if a death outside of the immediate family warrants implementation of an excused absence. Upon approval from the Dean of Students Office, students are allowed one week, commencing from the date of notification to the Dean of Students Office. Should a student feel that additional days are necessary, this should be discussed with Dean of Students personnel.

#### 4.7 Hospitalizations, Long-term Illnesses, and Family or Personal Emergencies

Students who are hospitalized, experiencing long-term illnesses, or have emergencies arise, must contact the Dean of Students Office to seek approval of an excused absence.

---

#### HISTORY:

New	May 20, 1970
Amended	December 12, 1977
Amended	April 1992
Amended	October 2004
Amended	June 2007
Housekeeping	February 14, 2011
Amended	January 28, 2014
Amended	April 24, 2014
Amended	August 20, 2018
Amended	January 4, 2023