

Class Attendance

Students are expected to attend all their scheduled classes and laboratories and not to be absent without adequate reason.

Deficiency in any required work resulting from absence from class must be made up to the satisfaction of the instructor.

A student who is absent from a course without adequate reason may be assigned a failing grade. Students who are registered as Auditors are subject to the same attendance regulations as those registered for credit. Those Auditors who are reported for their excessive absence from class will receive a grade of LW in the course.

By action of the Faculty Senate, the responsibility for defining attendance expectations is left to the individual faculty member, subject to the guidelines given below. Thus, it is of great importance that early in each course the instructor make clear to each student what the attendance expectations are, and how absences due to “relatively minor” illnesses, as described below, are to be communicated. Students should check the syllabus for attendance expectations and means of communicating about minor illnesses.

In inclement weather, when classes have not been canceled, students should notify their faculty promptly if they are unable to attend class, as described in the Faculty Senate policies on [Holding Classes](#) and [Inclement Weather](#).

Religious Holidays:

- It is the policy of the University of Delaware not to cancel classes on religious holidays. However, students and faculty are encouraged to exercise their own judgment pertaining to their attendance on these days. In addition, faculty are encouraged not to schedule examinations or require the submission of special assignments on the following days: the evenings before as well as the first two days of Rosh Hashanah and Yom Kippur in the fall term, Good Friday and the evening before and the first two days of Passover in the spring semester.
- Absence on religious holidays listed in University calendars is recognized as an excused absence. Nevertheless, students are urged to remind the instructor of their intention to be absent on a particular upcoming holiday.
- Absences on religious holidays not listed in University calendars, shall be recognized as excused absences when the student informs the instructor in writing during the first two weeks of the semester of these planned absences for the semester.

Athletic participation or other extracurricular activities:

- Absences due to athletic participation or other extracurricular activities in which students are official representatives of the University shall be recognized as excused absences when the student informs the instructor in writing during the first two weeks of the semester of these planned absences for the semester. Absences due to similar events that

could not have been anticipated earlier in the semester will be recognized as excused absences upon advance notification of the instructor by an appropriate faculty advisor or athletic coach.

Family Emergencies or Death within a Student's Family:

- Absences due to death within a student's family or serious family emergency are recognized as excused absences. To validate such absences, the student should present evidence to the Assistant Dean's Office of his or her college. The Assistant Dean's Office will then provide a letter of verification to all of the student's instructors for the term.

Student Illness:

- For relatively minor, short-term illnesses of students (e.g., colds and flu, where attendance in class is undesirable), or their immediate family, the University system depends upon reasonable communication between students and faculty. If possible, students should report such illnesses before the affected class, following the directions of the instructor as provided at the beginning of the semester.
- Absences due to serious illness of the student (e.g., hospitalization, surgery, or protracted medical illness or convalescence) shall be recognized as excused absences. To validate such absences, the student should present evidence of the illness to the Assistant Dean's Office of his or her college. Supportive evidence will be provided on the student's request by Student Health Services directly to the respective Assistant Dean.
- Students who experience long-term absences of a week or more should consult with their Assistant Dean; in such cases, it may be possible to negotiate with faculty for the opportunity to take an incomplete grade, or a withdrawal may be more prudent. The student's Assistant Dean will give guidance in these matters.

Military duty:

- Absence due to short-term military duty in the National Guard or active reserve is recognized as an excused absence. To validate such an absence, the student should present evidence to the Assistant Dean's Office of his or her college. The Assistant Dean's Office will then provide a letter of verification to all of the student's instructors for the term.

NOTE: Students are not to be penalized if absent from an examination, lecture, laboratory, or other activity because of an excused absence. However, students are fully responsible for all material presented during their absence, and faculty are encouraged to provide opportunities, when feasible, for students to make up examinations and other work missed because of an excused absence.

Authority for excusing all class absences rests with the instructor, subject to the aforementioned guidelines.