

GENERAL ATTENDANCE

UNIVERSITY OF SOUTH FLORIDA 2016-2017 UNDERGRADUATE CATALOG

Students are expected to attend classes. An academic program or individual instructor may require a specified level of attendance as a condition for successfully completing a course. Likewise, instructors may assign a portion of final course grades based on attendance and participation. Faculty must inform students of attendance requirements on syllabi.

Instructors should accommodate excused absences by making arrangements with students ahead of time (when possible) or by providing a reasonable amount of time to make up missed work. Arranging to make up missed work is the responsibility of the student. For graded work that requires participation in situ (e.g., discussions, group activities, and some labs), instructors will attempt to provide reasonable alternatives that accomplish the same learning outcomes. Nevertheless, an instructor may determine that missing a certain amount of participation-dependent activities (whether excused or not) precludes successful accomplishment of learning outcomes. In cases like this, instructors, academic advisors, or academic deans may advise students to withdraw from such courses. In cases where excused absences are anticipated in advance, advice on successful accomplishment of learning outcomes can be given at (or before) the start of a term.

There are two categories of excused absences for which accommodations will be made: scheduled and unscheduled. Scheduled absences involve time conflicts that are known in advance, for which students have notified their instructors. Acceptable reasons for scheduled absences include observation of religious holy days, court-imposed legal obligations (e.g., jury duty and subpoenas), special requirements of other courses and university-sponsored events (e.g., performances, athletic events, judging trips), and requirements of military service. Employment schedules, athletic training and practice schedules, and personal appointments are not valid reasons for scheduled absences. Unscheduled absences involve unforeseen emergencies such as illness, injury, hospitalization, deaths in the immediate family, consequences of severe weather, and other crises. Students should contact instructors as soon as possible in these cases. Instructors may require documentation or verification to excuse unscheduled absences.

Care will be given to schedule required classes and examinations in view of customarily observed religious holy days. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief.

Any student who believes he or she has been treated unfairly with regard to the above may seek review of a complaint through established Student Academic Governance Procedures (found in the Graduate and Undergraduate catalogs and those provided by the University's Office of Diversity and Equal Opportunity).