



Campus Administrative Policy

Policy Title: **Student Attendance and Absences**

Policy Number: 7030D **Functional Area:** Student Affairs (7000)

Effective: June 1, 2025

Approved by: Pamela Jansma, Provost

Applies to: CU Denver

A. INTRODUCTION

Student success in college is dependent upon regular attendance and participation in courses. The University of Colorado Denver expects students to participate in every class session. This policy statement (1) distinguishes between excused and unexcused absences; (2) outlines the responsibilities of the instructor of record and students as they relate to absences, and (3) establishes appeals processes.

The University also recognizes that excessive excused absences may make it impossible to evaluate a student's performance in a course. Under these circumstances, the instructor of record and/or students should explore an administrative solution (e.g., dropping the course, incomplete, medical withdrawal).

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C. ABSENCES DUE TO DISABILITY OR PREGNANCY

- 1. Students who miss classes because of diagnosed disabilities are governed by policies established by the CU Denver Office of Disability Resources & Services.
 - a. Students are encouraged to work with the Office of Disability Resources &

Services as early as possible prior to the beginning of the course to ensure that absences due to disability can be evaluated for reasonable accommodations.

2. Students who miss a small number of classes because of an illness or injury are subject to this policy.
3. Students who miss classes because of pregnancy, childbirth, termination of pregnancy, lactation, or recovery are governed by policies and procedures established by the Title IX Coordinator.
 - a. The instructor of record should consult with the Title IX Coordinator for further guidance in complying with these policies and procedures when a student informs them of their pregnancy or related conditions.
 - b. Students are encouraged to work with the Title IX Coordinator regarding pregnancy-related absences.

D. EXCUSED ABSENCES

1. This policy allows for absences to be excused under certain conditions. Below is a non-exhaustive list of both anticipated and unanticipated excused absences.
 - a. **Examples of Anticipated Excused Absences**
 - Military service obligations
 - Jury duty
 - Court appearance
 - Religious observance
 - b. **Examples of Unanticipated Excused Absences**
 - Illness or injury
 - Emergency caregiving
 - Death of family/friend
 - Transportation related (e.g., inclement weather travel)
2. In some cases, the Disability Resources and Services (DRS) Office or the Title IX Coordinator may approve absences as excused absences. When DRS or Title IX are involved, instructors may not require additional documentation from the student. In all other cases, the instructor of record may require documentation related to anticipated or unanticipated absences. The instructor of record will include a statement of their policies related to absences in their syllabus. Absences may also be excused without documentation at the discretion of the instructor of record. Below is a non-exhaustive list of documentation that instructors of record may request.
 - a. **Examples of Documentation**
 - Military Orders
 - Jury summons
 - Documentation of illness or injury by treating medical professional
 - Court order/subpoena

- Obituary

3. Students should notify the instructor of record in advance of anticipated absences. Students should communicate with the instructor of record as soon as reasonably possible after an unanticipated absence. Depending on the circumstances relating to the unanticipated excused absence, students should communicate with the instructor of record no later than one week after the absence. Upon failure of the student to notify the instructor of record in advance of an anticipated absence or within one week after an unanticipated absence, the instructor of record may consider the absence unexcused. Should a student need additional time to inform their instructor of record of their unanticipated absence, additional documentation may be required at the discretion of the instructor of record.
4. Excused absences, both anticipated and unanticipated, cannot be counted against a student in a course with required attendance or participation. Instructors of record are expected to offer deadline extensions, alternative assignments, or other solutions for the student to make-up missed work that results from excused absences as long as it does not fundamentally alter the course curriculum or expected learning outcomes.
5. Students are responsible for materials covered in classes. It is the student's responsibility to complete missed materials and assignments.
6. For students with excused absence(s), the instructor of record will provide makeup work consistent with the student's time absent, number of assignments missed and course objectives, and with a comparable time frame requirement. Makeup work should be relevant to the material for which the student was originally responsible. Makeup work may include, but is not limited to, the following:
 - a. appropriate substitute assignments, examinations, quizzes, or projects
 - b. assignment of individual extra credit equivalent to the missed graded assignment(s)
 - c. recalculation of the grade on remaining assignments
7. If excused absences are so numerous as to interfere with the learning process or preclude an adequate evaluation of student performance, the instructor of record and/or student should explore administrative solutions (e.g., withdrawal, incomplete, medical withdrawal).
8. Students who abuse the policy or provide false documentation related to an excused absence may be in violation of the CU Denver Academic Honor Code and may be subject to disciplinary action.

E. UNEXCUSED ABSENCES

1. Student absences that do not meet the criteria for an excused absence are classified

as unexcused.

2. Instructors of record may exercise discretion to allow students makeup work (e.g., assignments, tests, quizzes) as a result of unexcused absences.

F. RELIGIOUS OBSERVANCES

CU Denver is a public institution that recognizes that our student body is religiously diverse. The University provides accommodations for religious observances, aligning with federal law and its nondiscrimination policy. Religious observances are considered anticipated absences that are excused and are covered under Section D above. Faculty are expected to deal reasonably and fairly with students who have religious obligations that conflict with scheduled exams, assignments, or required attendance.

G. INSTRUCTOR OF RECORD RESPONSIBILITIES

1. Instructors of record are required to provide a course syllabus to students on the first day of class. The syllabus must clarify how attendance and participation affect, if at all, the student's course grade. As such, the syllabus must identify dates for examinations and due dates for graded assignments.
2. For courses in which attendance is part of the course grade, instructors of record are expected to communicate how attendance will be taken and documented.
3. If excused absences are so numerous that they compromise evaluation of student performance, the instructor of record and/or student should explore an administrative solution (i.e., withdrawal, incomplete, medical withdrawal). Faculty are encouraged to advise students in this situation to seek advice from appropriate student support offices (e.g., advising, financial aid, International Student Services) so that they are mindful of full-time enrollment requirements for financial aid and visa status maintenance.

H. APPEALS

1. A student who wishes to appeal an excused absence decision or makeup work should initially submit a written appeal to the instructor of record. The decision of the instructor of record must be provided to the student in writing no later than five (5) business days from the date the appeal is received.
2. If a resolution is not reached with the instructor of record, a student may appeal to the department chair or program lead for the department/program in which the course is offered. In some schools/colleges this step in the appeals process may be undertaken by a formal appeals committee. Decisions must be provided to the student in writing no later than five (5) business days from the date the appeal is received.

3. If further appeal is deemed necessary by the student or instructor of record, the associate dean, dean, or delegate of the dean of the school/college in which the course is offered will make the final decision. Decisions must be provided to the student in writing no later than five (5) business days from the date the appeal is received.
4. Once a grade is awarded at the conclusion of the term, this appeal process may not be used; a student may appeal a grade based on absences only through the policies and procedures of their home school/college.

Notes

1. History:
 - Dates of official enactment and amendments: April 1, 1995
 - Supersedes Student Attendance and Absences (April 1, 1995)
 - Adopted by the Provost March 1, 2008: Updated and reinstated
 - April 30, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
 - June 1, 2025: Revision to clarify language and update with relevant information not previously listed.
2. Cross References/Appendix:
 - N/A
3. Responsible Office(s):
 - Office for Academic Achievement
 - Division for Strategic Enrollment and Student Success