

UNC CHARLOTTE ACADEMIC POLICY: CLASSROOM ATTENDANCE

I. Introduction

Class attendance is one of the most important factors in a student's academic success. Therefore, attendance can be used by instructors to determine part of a student's grade for a particular class.

II. Policy Statement

Each instructor determines the classroom policies (including attendance regulations) for his or her courses. In general, students are expected to attend punctually all scheduled sessions in the courses for which they are registered, to demonstrate civil behavior while in class, and to complete all of the course requirements. Instructors may outline additional and more specific standards in the course syllabus, especially when attendance is part of the grading criteria for the class. **Required activities outside of class hours that are used for graded participation must be stated in the syllabus. If the required activity falls on a specific date/time, the instructor must provide an alternative assignment, unless the activity is foundational to the course (e.g., a theater performance produced by the class). Such foundational class activities should be included in the course "Notes" in the Banner Schedule. If the activity is one that can be completed over the course of the term and is not limited to a specific date/time, no alternative assignment is required.** For online synchronous classes, instructors can choose to take attendance with any technology available to them. Absences from class may be excused by the instructor for such reasons as personal illness or participating as an authorized University representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences. Absences for religious holidays fall under [University Policy 409: Religious Accommodation for Students](#).