



30.011: Attendance Policy

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of the Vice President for Academic Affairs
Related Policy:
Approved-On Date: Prior to 1998
Effective Date:
Revision Date:

Policy Statement

Norfolk State University is committed to enhancing student success by providing high quality instruction and support to ensure an improved graduation rate. The University expects students to attend all classes. While unnecessary absences are discouraged, the University recognizes that on occasion, students may have legitimate reasons for being absent.

Purpose

The attendance policy helps provide the framework for what constitutes excused and unexcused absences from class instruction. It further maintains an attendance standard that encourages students to be successful in completing coursework.

Procedures

- I. Unexcused absence**
 - A. A student may be permitted one unexcused absence per semester credit hour or the number of times a given class meets per week.
 - B. Once a student exceeds the number of allowed unexcused absences, an instructor may require an official university excuse.

- II. Students**
 - A. Students have the responsibility to confer with their instructors regarding all absences or intended absences.
 - B. If sudden departure from the campus (for emergency or extraordinary reason) prevents a student from communicating with each of his or her instructors, the student is expected to notify the Office of Student Services/Judicial Affairs within 48 hours.
 - C. Students who become ill are encouraged to report to the Student Health Center for minor medical treatment.
 - i. A current NSU ID must be presented prior to treatment.
 - ii. Written verification issued by the Health Center should be submitted to the Office of Student Services/Judicial Affairs and an official University excuse should be issued.

- III. General Practice**
 - A. Not more than 20% of class meetings (excused or unexcused) may be missed by a student in a given semester.
 - B. At the discretion of the instructor a student whose absences exceed 20% of scheduled class meetings for the semester may receive an "F" for the course.
 - C. Class excuses are issued for legitimate reasons by the Office of Student Services/Judicial Affairs. Such incidents include:
 - i. Medical Reasons
 - ii. Funerals-Immediate family members only

- iii. Official University business/activity
- D. Notes from relatives, friends etc. are not accepted as “official” documentation for absences.
- E. Students residing in on campus housing facilities are governed by the same policies and procedures as non residential students insofar as class attendance and class excuses are concerned.