

# Marywood University

## Policies and Procedures

### Absence Policy

#### Policy Statement:

##### Attendance

Each faculty member will establish course attendance and participation requirements in accord with the intent of this policy and the specific educational objectives of each course. These requirements must be clearly specified and communicated to the students in the course syllabus.

##### University-Sanctioned

Events Marywood University believes that participation in extra-curricular and co-curricular activities are an integral part of a student's education, in addition to classroom-based learning. Students are expected to attend all scheduled class meetings. However, the University and its faculty members recognize that there are legitimate and verifiable circumstances, referred to as University sanctioned events, that may cause students to occasionally be absent from class or fail to participate in a scheduled class activity.

University-sanctioned events include, but are not limited to, intercollegiate athletics, music ensembles, performing arts events, student government, professional conferences, study abroad and alike.

Extenuating Non-Academic absences includes other valid excuses for missing class, including, but not limited to, family illness or death, jury duty, military commitments, personal problems, religious obligation or unforeseen circumstances (e.g., automobile accident).

#### Procedures:

Students are responsible for planning their schedules to avoid excessive conflict with course requirements. If there are University-sanctioned events, students are responsible for communicating with faculty members prior to planned absences. Faculty members are asked to provide students participating in these university-sanctioned activities with reasonable accommodations for classes, exams, and quizzes, as these would be considered excused absences. It is also the student's

responsibility to fulfill the requirements of the missed class work in a timely manner. The student will be held accountable for the material covered in all classes, whether or not s/he is able to attend.

**Other Extenuating Non-Academic Reasons** When applicable, students are expected to inform faculty of foreseeable absences with as much advance notice as possible.

In the case of an unplanned absence, students must notify the faculty member as soon as possible. In situations where, advance notice is not possible, the faculty member may request that students provide documentation to support their absence to the Office of Academic Success for verification. In cases when extenuating circumstances may not be able to be documented, faculty members will use their best judgment to evaluate the student's reason for absence. Marywood University expects both students and their instructors to approach problems with class attendance in a manner that is reasonable.

Ultimately, the faculty member determines the student's grade. Students dissatisfied with the outcome may appeal by following the steps outlined in the "Grade Appeals" policy.

### **Definitions:**

### **Policy History:**

**12/14/18 – Revisions to the Undergraduate Excused Absences for University Events Policy were made to include excused absences relating to all University-sanctioned and extenuating non-academic absences procedures. As a result, there was a need to change the title of the policy to Absence Policy. The President of the University approved the proposal as recommended by the Policy Committee of the University.**

**12/16/2024- Non-substantive language changes approved by the President of the University.**

## **MARYWOOD UNIVERSITY POLICIES AND PROCEDURES**

**Mary Theresa Gardier Paterson, Esquire  
Secretary of the University and General Counsel**