

# ATTENDANCE

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UAF is committed to student success and academic integrity. UAF faculty expect that students are committed to academic achievement. You are expected to adhere to the class attendance policies set by your instructors.

**General Absences:** If you miss class, you are responsible for conferring with your instructor as soon as possible concerning your absence, and to discuss the possibilities for arranging alternative learning opportunities. Note that some departments drop students who miss the first day of class and who fail to obtain their instructor's prior approval for the absence.

**UAF-Sanctioned Absences:** If you are scheduled to miss class for an academic requirement or to represent UAF in an official capacity (e.g., NCAA athletic competition, music performance, research opportunities), you must notify your instructor in writing within the first five days classes are in session in the semester in which the absences will occur. The notification should list all scheduled absences and bear the signature of a UAF school official.

Instructors are encouraged to make reasonable accommodations for students who miss class to participate in these official, UAF-recognized activities. However, it is your responsibility to follow up the notification of absence by discussing alternative learning opportunities with your instructors before the end of the drop/add period (typically the second Friday of the semester). Doing so will allow you to drop the class and to add another if, after a good faith effort, you and your instructor cannot arrange for comparable learning opportunities that would enable you to be successful in the class.

**Extended Absences:** The University of Alaska Fairbanks recognizes that students may need to miss more classes than allowed by a particular instructor as specified in course policies.

Extended absences are defined as missed classes or course work by students beyond what is permissible by the instructor's written course policies. Students may need to miss class and/or course work for a variety of reason, including, but not limited to:

- Bereavement
- Personal illness or injury
- Serious illness of a friend, family member or loved one
- Military obligations
- Jury service
- Other emergency or obligatory situations

When practicable, students should first contact their instructor to ask about the possibilities for taking an extended absence. If assistance from the instructor is not immediately available, students may wish to request formal assistance from the Center for Student Rights and Responsibilities (<https://www.uaf.edu/csrr/>).

To request an extended absence, students must submit a form as soon as practicable after realizing their need to miss class and/or course work. The request may be made by filling out the electronic form ([https://cm.maxient.com/reportingform.php?UnivofAlaska&layout\\_id=13](https://cm.maxient.com/reportingform.php?UnivofAlaska&layout_id=13)) that is

processed by the Center for Student Rights and Responsibilities, stopping by the office or calling 907-474-7317.

The Center for Student Rights and Responsibilities shall verify the request utilizing supporting documentation, e.g., note from a health care provider, obituary, jury summons, etc. This is followed by a letter being sent to the requesting student's instructors with a request to work with the student. The letter shall be signed by a university official. A copy of the letter shall be sent to the student's assigned advisor. In the event the student does not have an assigned advisor, the copy of the letter shall be sent to the Vice Provost.

The instructor and student will each make a good faith effort to strategize how the student may be successful in the course in spite of an extended absence. Options include, but are not limited to:

- Alternative learning opportunities
- Makeup exams
- Submitting assignments late
- Other reasonable accommodations

In the event that the instructor and student are unable to reach a mutual agreement in spite of their good faith efforts, the student may withdraw from the class before the withdrawal deadline, submit an appeal for late withdrawal after the deadline, may be eligible to request an incomplete (I) grade, or receive a no basis (NB) grade. Students should consult with their assigned academic advisor and/or contact the Center for Student Rights and Responsibilities for assistance. Students must realize that their extended absence may have other, nonacademic impacts, including but not limited to:

- Financial aid
- Scholarships
- Health insurance
- University housing