

**BLACK HILLS STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Class Attendance Policy

NUMBER: 2:15

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Office: Office of Academic Affairs

Sources: [BHSU Faculty Handbook](#); [Academic Affairs Council Guidelines](#)

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1. Purpose

This policy outlines the policy for class attendance expectations for students.

2. Policy

- a. Enrollment in a class implies the responsibility for attending each class session. Faculty members have an obligation of holding classes on a regular basis and students have an expectation to attend and participate in classes on a regular basis. The attendance policy for a specific class is at the discretion of the faculty member teaching that class and will be outlined in the course syllabus. Any exceptions to the faculty member's written attendance policy due to verified medical reasons, death of a family member or significant other, or verified extenuating circumstances judged acceptable by the instructor or Chair, will be honored. Students will be allowed to make up graded work if an absence is due to participation in university-sponsored activities, provided prior notification of the impending absence has been given to the instructor.
- b. Students with excused absences will be given appropriate make up work or instructor-determined equivalent opportunities for obtaining grades as students who were in attendance. Students with excused absences are not to be penalized in course progress or evaluation.
- c. Attendance policies apply in the online classroom. Common strategies for demonstrating attendance in an online course include login requirements per week, an identified number of discussion postings per week, consistent contact with peers and instructor, and/or other assignments as determined by the instruction.

### 3. Procedures

- a. If a student suffers an emergency over which they have no control, the student should make contact with the appropriate point person at BHSU for assistance and guidance (that may include the Dean of Students and/or the Director of Public Safety).
- b. Requests for excused absences due to approved university sponsored/recognized trips must be submitted prior to the trip or event. Students, including student athletes, must notify their faculty members prior to the trip or event to have an official excused absence. Absences will not be approved during finals week. In extenuating circumstances, exceptions may be approved in advance by the Provost.
- c. Arrangements regarding attendance should be negotiated with faculty members. If this is not possible, the students should go first to the school Chair, and if necessary, next to the Dean. The student may contact the Office of Academic Affairs if conflict cannot be resolved at these levels.
- d. Waivers to the above rules pertaining to student athletes, require the approval of the college athletics board or designee at the time of scheduling or as soon thereafter as is reasonably possible. Email notification of absences by student athletes traveling as a team are typically made by their respective coaches prior to travel.

### 4. Responsible Administrator

The Vice President of Academic Affairs, or designee, is responsible for the annual ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 10/25/2021.