Introduction

The university views class attendance and participation is an individual student responsibility. Students taking traditional face-to-face courses are expected to attend class and to complete all assignments by stated due dates. Students enrolled in distance education courses are expected to regularly engage with instructional materials and complete all assignments by stated due dates. Instructors are expected to provide notice of the dates on which major exams will be given and assignments will be due on the course syllabus, which must be made available by the first class period. Graduate and professional students are also expected to attend all examinations required by departments or advisory committees as formally scheduled, such as, but not limited to, qualifying exams, preliminary exams and final defenses.

The School of Law requires regular and punctual attendance of students in all courses. Juris Doctorate (JD) students are not required to seek an excused absence from an instructor or equivalent, but students will be administratively dropped from a class for excessive absences as defined in the School of Law Academic Standards. JD students are expected to take examinations as scheduled. Requests to reschedule an examination must be submitted to the Associate Dean for Academic Affairs in accordance with the process set forth in the School of Law Academic Standards.

Students who are requesting an excused absence are expected to uphold and adhere to the Aggie Honor Code and Student Conduct Code (See Rule 24).

Excused Absences

7.1 The Notification of Absence

7.1.1 Except in the case of the observance of a religious holy day, to be considered for an excused absence the student must notify the instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible, the student must provide notification by the end of the second working day after the last date of the absence. This notification should include an explanation of why notice could not be sent prior to the date of absence.

7.2 Absence Documentation and Verification

7.2.1 If required as described in Section 7.3 or in the course syllabus, the student is responsible for providing documentation that is satisfactory evidence to the instructor to substantiate the reason for the absence. Among the reasons absences are considered excused by within one calendar week of the last date of the absence.

7.2.2 As described in Student Rule 24.4.1., a student furnishing false information to a university official is subject to conduct sanctions as outlined in Student Rule 27.

7.2.3 Absence documentation may include, but is not limited to, the following: (Mustar)

7.2.3.1 Participation in an activity appearing on the university authorized activity list. (see List of Authorized and Sponsored Activities)
7.1.2 Death or major illness in a student’s immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse’s child, spouse’s parents, spouse’s grandparents, step-mother, step-father, step-sister, step-brother, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student’s academic Dean or designee.

7.1.6.2 Injury or illness less than three days. Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than three business days (to include classes on Saturday). At the discretion of the faculty member and/or academic department standard, as outlined in the course syllabus, illness confirmation may be obtained by one or both of the following methods:

7.2.3.3 Death notice, obituary, or death certificate for a student’s immediate family member.

7.2.3.4 Documentation regarding the scheduling of legal proceedings, administrative procedures, or mandatory interviews for employment, internships, or professional or graduate school which. Documentation for interviews must include confirmation that the interview cannot be rescheduled.

7.2.4 If an instructor is unable to confirm a student’s absence documentation or if documentation is not available, the dean or designee of the student’s college may evaluate the student’s case and, if verified, provide statement to the instructor verifying the student’s absence as excused.

7.3 Absences

7.3.1 Excused Absences Defined by State and Federal Regulations

7.3.1.1 In accordance with Texas Education Code Section 51.911 Religious Holy Days, Texas A&M University shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Questions about religious holy days should be directed to the Dean of Faculties.

7.3.1.2 In accordance with Texas Education Code Section 51.9111 Excused Absence for Active Military Service, Texas A&M University shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately
respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

7.3.1.3 In accordance with Title IX of the Educational Amendments of 1972, Texas A&M University shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery therefrom) and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student’s physician. Requests for excused absence related to pregnancy should be directed to the instructor; questions about Title IX should be directed to the University Title IX Coordinator.

7.3.2 The associate dean for undergraduate programs, Excused Absences Defined by Texas A&M University (Muster')

7.3.2.1 Participation in an activity appearing on the university authorized activity list. (see List of Authorized and Sponsored Activities)

7.3.2.2 Injury or the dean’s designee, of the student’s college may provide a letter that illness that is too severe or contagious for the student to attend class.

7.3.2.2.1 Injury or illness of three or more days. For injury or illness that requires a student to be absent from classes for three or more business days (to include classes on Saturday), the student should obtain documentation as described in Section 7.2.

7.3.2.2.2 Injury or illness less than three days. At the discretion of the instructor stating that the dean has verified academic department standard, instructors may require documentation confirming student injury or illness that is serious enough for a student to be absent from class for a period less than three business days (to include classes on Saturday) as described in Section 7.2. Any requirement for documentation confirming student injury or illness of less than three business days must be included in the course syllabus. If the course syllabus does not include requirements for documentation, no documentation is required for injury of illness less than three days.

7.3.2.3 Death or major illness in a student’s immediate family. Immediate family may include: parents, siblings, grandparents, spouse, child, spouse’s child, spouse’s parents, spouse’s grandparents, step-parents, step-siblings, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student’s academic dean or designee.

7.3.2.4 Illness of a dependent family member.

7.3.2.5 Participation in legal proceedings or administrative procedures that require a student’s presence that cannot be rescheduled.

7.3.2.6 Mandatory interviews for employment, internships, or professional or graduate school which cannot be rescheduled. The student must provide documentation confirming that the interview cannot be rescheduled.

7.3.2.7 Mandatory participation as a student-athlete in NCAA-sanctioned competition.
7.4 Make-up Work

7.4.1 Students may be excused from attending class on the day or due date of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Section 7.1, or other reason deemed appropriate by the student's instructor. Except in the case of the observance of a religious holiday, to be excused the student must notify his or her instructor in writing (acknowledged e-mail message is acceptable) prior to the date of absence if such notification is feasible. In cases where advance notification is not feasible (e.g., accident, or emergency), the student must provide notification by the end of the second working day after the absence. This notification should include an explanation of why notice could not be sent prior to the class. Accommodations sought for absences due to the observance of a religious holiday can be sought either prior or after the absence, but not later than two working days after the absence.

7.4.2 The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence.

7.5.4.3 See Part III, Grievance Procedures: 49. Unexcused Absences, Part III, Grievance Procedures: 49. Unexcused Absences, for information on appealing an instructor's decision regarding an excused absence.

7.6 Extended Absences

7.5.1 If the student is absent for excused reasons for an unreasonable amount of time during the semester, the academic Dean or designee of the student's college may consider giving the student a grade of W during the semester enrolled or a NG (no grade) following posting of final grades.

7.5.2 Whenever a student is absent for unknown reasons for an extended period of time, the instructor should initiate a check on the welfare of the student by reporting through the head of the student's major department to the Dean or designee of the student's college.