

## 80.20.003 ATTENDANCE POLICY

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### Attendance Policy

#### PURPOSE

The purpose of this policy is to outline attendance expectations for all graduate students.

#### SCOPE

This policy applies to all Graduate School students.

#### STAKEHOLDERS AFFECTED BY THIS POLICY

Stakeholders who must comply with this policy include all Graduate School students and faculty.

#### POLICY

1.1 Students are required to attend all lectures in each course, which are provided either in-person or online. A student who cannot attend a lecture for any reason must notify the Course Leader, Instructor, and the Assistant Dean prior to the absence unless extenuating circumstances prevent such advanced notification.

1.2 In unusual and exceptional circumstances, students may request an excused absence in advance. Excused absences (such as for illness, bereavement, doctor's or medical appointments, dental appointments, provision of urgent family care, pre-arranged work responsibilities, and jury duty) can be requested from the Course Leader, Instructor, and the Assistant Dean of the respective program.

1.3 Onsite student attendance is defined by the presence of the student. Student attendance in the distance learning component of each course is defined as active participation. These courses will, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all of the following methods:

- Completion of tests or quizzes
- Discussion forums
- Submission/completion of assignments
- Communication with the instructor
- Logging in and watching lectures (or downloading them to watch)
- Other course participation
- As a component of attendance, student email, course announcements and discussion forums should be checked frequently (daily is recommended). The student is solely responsible for checking updates related to the course.

1.4 Attendance will be monitored and excessive absences and/or late arrivals may lead to sanctions, per the Student Professionalism Policy and the Satisfactory Academic Progress Policy. Absences will be reviewed by the Associate Dean of the respective program.

1.5 Students may be granted an excused absence to observe religious holidays. The student is encouraged to notify the Course Leader, Instructor, and the Assistant Dean in advance to coordinate reasonable accommodations for any exams or assignments that may be missed as a result.

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1.6 Students enrolled in the United States Armed Forces who are called to a military service obligation will be able to suspend their class attendance, without taking a leave of absence, for a period of 5 business days. Procedures to request a leave of absence can be found in the Military Leave of Absence Policy.

1.7 A student with a disability who requires an exception or modification to the requirements in this policy must submit a request pursuant to the Accommodations Policy.

**PROCEDURE**

N/A

**DEFINITIONS**

N/A

**REFERENCE DOCUMENTS**

- Student Professionalism Policy
- Military Leave of Absence Policy
- Satisfactory Academic Progress Policy
- Accommodations Policy
- Leave of Absence Policy

**FORMS AND OTHER DOCUMENTS**

N/A

**POLICY DETAILS**

Policy Type	Policy Revision
Policy Number	80.20.003
Policy Category	Academic Policy
Policy Sponsor	Steven Varga
Approval Authority	Curriculum Committee
Policy Effective Date	July 1, 2023
Policy Owner (Contact Info)	Steven Varga (steven.varga@stjude.org)
Policy Alternate	Stacey Schultz-Cherry
Last Review Date	December 11, 2025
Next Scheduled Review Date	By June 1, 2026

**REVISION HISTORY**

- V1.0 – May 9, 2023
- V2.0 – August 2, 2024
- V3.0 – December 11, 2025

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**APPROVALS**

Curriculum Committee – Approved on May 9, 2023

Curriculum Committee – Approved on August 2, 2024

Curriculum Committee – Approved on December 11, 2025