

POL 02.05.06
Attendance Policy for University Sanctioned Events

Authority: Board of Trustees

History:

- First Issued: April 17, 2015

Related Policies:

- [UNCP Academic Catalog: Academic Policies, Class Attendance Policy](#)

Contact Information: Provost and Vice Chancellor for Academic Affairs, 910-521-6211

1. OVERVIEW OF ATTENDANCE POLICY FOR UNIVERSITY SANCTIONED EVENTS

1.1 If a student is representing the university in an official capacity (e.g.: academic conference, student government, course field trips, ROTC events, athletics, band) and the Office of the Provost has approved the activity, in writing, as an official university-sanctioned event, that absence shall be excused. Students are responsible for all coursework missed and must make up the work within three university business days after the student returns to campus.

1.2 Such sanctioned events are important to building a rich and multi-faceted student experience, a core value of the university mission. Given that missing more than 15% of class time significantly compromises a student's ability to succeed in a course, any student who anticipates missing more than 15% should not enroll in a course without prior approval from the instructor.

1.3 It remains the responsibility of the student to communicate accurately and regularly with the professor or instructor about missed class due to any reason, including for university sanctioned events. Students shall provide official documentation of proposed university sanctioned events that will result in excused absences during the first week of each semester, unless such notice is impracticable (e.g. rescheduled events). Prior written documentation shall be provided for each excused absence, unless extenuating circumstances arise. Students and faculty may appeal the administration of any aspect of this policy directly to the Provost. The Provost's decision shall be final.

1.4 This policy shall become effective fall 2015.