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**REGULATION TITLE:**

**Class Attendance**

**APPLIES TO:**

**Students and Faculty**

**ADMINISTRATIVE AUTHORITY:**

**Division of Academic & Student Affairs**

**Office of the Provost and Vice President of Academic & Student Affairs**

**APPROVED BY:**

**Kentucky State University Board of Regents**

**EFFECTIVE DATE:**

**August 8, 2025**

**NEXT REVIEW DATE:**

**August 8, 2028**

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**REGULATION STATEMENT:**

This regulation implements the Class Attendance Policy by providing the detailed rules and procedures that govern student attendance. It establishes the maximum absence threshold, defines excused absences, clarifies instructor discretion for unexcused absences and tardiness, and outlines attendance requirements for virtual and hybrid courses.

**DEFINITIONS:****Excused Absence**

An absence for which a student shall not be penalized, provided any missed work is completed according to the instructor's make-up work policy. Reasons for an excused absence may include, but are not limited to: documented illness of the student or immediate family member; death in the immediate family; required participation in official KSU activities; religious observances; military duties; or other circumstances deemed reasonable by the instructor.

## **Unexcused Absence**

Any absence that does not meet the criteria for an Excused Absence.

## **PROCESS:**

### **Maximum Absence Rule ("The 20% Rule")**

A student who misses more than twenty percent (20%) of the total class meetings for a course, for any reason, may be forcibly withdrawn from the course.

If a student's absences exceed 20% before the withdrawal deadline as published in the academic calendar, the student is expected to officially withdraw from the course. If the student fails to do so, the instructor may remove the student from the course and assign a grade of "W."

If a student's absences exceed 20% after the withdrawal deadline, the instructor may assign a final course grade of "F" or, at their discretion, a "W." The instructor may consider whether the absences were primarily excused or unexcused when making this determination.

### **Excused Absences**

- **Notification:** Students are expected to notify their instructors of any anticipated absences whenever feasible. Notification for pre-planned personal absences (e.g., trips, interviews) must be provided at least one (1) week in advance. Notification for absences due to KSU-sponsored activities must be provided at least two (2) weeks in advance.
- **Make-Up Work:** Students are responsible for making up any work missed during an excused absence in accordance with the policies outlined in the course syllabus.

### **Unexcused Absences and Tardiness**

- **Instructor Discretion:** Instructors are authorized to adopt policies for unexcused absences and tardiness that are more stringent than the 20% Rule. This may include setting a maximum number of unexcused absences or penalizing students for tardiness.
- **Syllabus Requirement:** If an instructor intends to impose penalties for unexcused absences or tardiness (e.g., lowering a final grade or refusing to accept missed work), the specific policy must be included in the course syllabus and announced on the first day of class. The syllabus must explicitly state the number of unexcused absences that are permitted before a penalty is applied.
- **Failure to Include Policy:** If an instructor does not include a specific policy for unexcused absences in the syllabus, they may not penalize students for such absences beyond the scope of the 20% Rule and must allow students to make up missed work.

### **Attendance in Virtual and Hybrid Courses**

- **Defining Attendance:** Simply logging into a learning management system does not constitute attendance for virtual or hybrid courses. Attendance is determined by a student's active participation in required academic activities, such as completing assignments by their stated due dates.

- **Absences:** A failure to complete a required assignment by its deadline constitutes an absence for that instructional period.
- **Penalties:** A student who misses assignment deadlines for more than two (2) consecutive weeks may have their final course grade lowered by one full letter grade. An instructor may remove a student from a course if they fail to complete assignments for more than three (3) consecutive weeks.

### **Student Responsibility for Withdrawal**

A student who stops attending a course is responsible for officially withdrawing by contacting their instructor and the Office of the Registrar.

All withdrawals must be completed before the deadline published in KSU's official academic calendar.

A student who fails to officially withdraw from a course they have stopped attending may receive a final grade of "F."

### **REFERENCES AND RELATED MATERIALS:**

- KSU Class Attendance Policy
- KSU Academic Calendar Policy
- KSU Academic Calendar Regulation
- KSU Academic Calendar

### **CONTACTS:**

Subject	Office	Telephone	E-mail
General Questions	Office of the Provost	(502) 597-6946	<a href="mailto:Michael.Dailey@kysu.edu">Michael.Dailey@kysu.edu</a>
Policy Questions	Office of the Registrar	(502) 597-6234	<a href="mailto:Yolanda.Benson@kysu.edu">Yolanda.Benson@kysu.edu</a>

### **HISTORY:**

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell

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