

CLASS ATTENDANCE POLICY

Objective

To ensure that students attend all class sessions and activities, except in cases of extreme cause, to maximize their learning from the quality instructional experience afforded at the University.

Statement

Students at Jackson State University must fully commit themselves to their program of study. One hundred percent (100%) punctual class attendance is expected of all students in all scheduled classes and activities. Instructors keep attendance records and any absence for which a student does not provide written official excuse is counted as an unexcused absence. Students must understand that even with an official excuse of absence, they are responsible for the work required during their absence.

Students may be officially excused from class for attendance at University approved functions, provided the sponsor properly executes a Student Affairs Leave Form. Such excuses shall be accepted by the instructor. Students may also be officially excused by the Dean of their College or the Vice President for Student Affairs for certain campus activities.

Students requesting excuses for absences due to illness or other emergency situations will be issued a Request for an Excused Absence. The Request for an Excused Absence Form will be issued only after proper documentation stating the reason for non-attendance has been submitted and verified. (Proper documentation includes doctor's excuse, official court document, etc.).

Remaining on a Course Roster

To remain on a course roster beyond the attendance purge date, students have to demonstrate that they are participating and academically engaged in their courses. Academic engagement, as defined by the U.S. Department of Education, is active participation by a student in an instructional activity related to the student's course of study that includes, but is not limited to:

- Attending (physically or online) asynchronous class, lecture, recitation, or field/laboratory activity where there is an opportunity for interaction between the instructor and students
- Submitting an academic assignment
- Taking an assessment or exam
- Participating in a tutorial, webinar, or other computer-assisted instruction that is interactive
- Participating in a study group, group project, or online discussion assigned by the institution
- Interacting with an instructor about academic matters

Academic engagement is not:

- Logging on to an online class or tutorial without further participation
- Emailing the instructor with a promise to participate and nothing more

- Utilizing university services such as housing, meal plan, counseling, advising, etc.

Within the first 10 calendar days of the semester, all instructors are required to track students' attendance and engagement in all courses. A student is considered as attending an online course (or the online portion of a face-to-face or hybrid course) by demonstrating participation in class or otherwise engaging in an academically related activity. To accurately report attendance, all instructors are required to incorporate at least one participation activity in each course within the first two weeks of the semester. Examples of such activities include but are not limited to:

- Contributing to an online discussion or text chat session
- Submitting an assignment or working draft; working through exercises
- Taking a quiz or exam
- Viewing and/or completing a tutorial
- Initiating contact with a faculty member to ask a course-related question