



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

CLASS ATTENDANCE POLICY

Policy # SA.003.1

Responsible Executive: VP for Student
Success

Responsible Office: Dean of Students

Originally Issued: 4/21/2026

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I. Policy Statement

Class Attendance is regarded as an obligation as well as a privilege, and all Students are expected to attend regularly and punctually to all classes in which they are enrolled. Failure to do so may jeopardize a Student's scholastic standing and may lead to suspension from the University of Louisiana at Lafayette ("University").

II. Purpose of Policy

The purpose of this Policy is to affirm the University's expectation that regular and punctual class Attendance is fundamental to academic success, instructional integrity, and the effective functioning of the learning environment. Attendance supports student engagement, mastery of course content, and accountability to faculty and peers.

III. Applicability

This Policy applies to all Students at the University.

IV. Definitions

1. **Absence**: occurs when a Student does not participate in some or all of the formalized instructor-led activities associated with a class or class-related activity. For an in-person class meeting, an Absence means that the Student is not physically present; there are also other kinds of Absences, including situations such as not participating in a synchronous lecture, conference, or group activity that requires an active presence through the use of distance communication technology; failure to engage with online materials by utilizing courseware and/or reading material; not participating in asynchronous forums or other situations in which the Students' real or virtual presence is required. Not participating in any assessment, such as an exam, will also constitute an Absence.

2. **Attendance**: is the mandatory presence of Students at scheduled class meetings, lectures, labs, and exams.
3. **Contact Hour**: is a defined period, typically fifty (50) to sixty (60) minutes, of direct instruction, supervision, or interaction between an instructor and Students per week over a semester.
4. **Students**: are individuals currently taking courses at the University, either full or part-time.
5. **University-Sanctioned Absence**: is an Absence excused by the President or President's designee for activities officially approved by the University, such as intercollegiate athletics, academic conferences or field trips, or performances.

V. Policy Procedure

A. ATTENDANCE RECORDS AND INDIVIDUAL CLASS POLICY

1. Faculty members must maintain a permanent Attendance record for each class. These records are subject to inspection by appropriate college or University officials.
2. Procedural guidance for establishing the appropriate number of Absences in a course is based on a fixed proportion of the total number of Contact Hours. Students are required to have forty-five (45) Contact Hours/semester.

Each Student is permitted up to three (3) Contact Hours of Absence per semester (per three (3) credit hours of lecture) without penalty or documentation regardless of the nature or cause of the Absence. This generally equates to:

- Three (3) class periods in a full semester (Monday/Wednesday/Friday); or
- Two (2) class periods in a full semester (Tuesday/Thursday); or
- One (1) class period in an evening course per semester.

There are many variables that determine Contact Hours. Different types of courses/Contact Hours should be reviewed and determined at the departmental and college levels.

3. Faculty may establish course-specific policies for additional Absences after the initial three (3) Contact Hours of unpenalized Absence (the remaining forty-two (42) Contact Hours). These policies could include penalties and/or documentation requirements.
4. University-Sanctioned Absences may not be penalized. Instructors may require documentation for these Absences.
5. Students are responsible for all classwork missed, regardless of the reason for the Absence. Upon the Student's return to class, the Student shall promptly arrange a conference with the instructor to determine the actions necessary to address missed instructional time and coursework resulting from the Absence. The decision for allowing Students to make up missed work lies at the discretion of the instructor and is dependent on the type of assignment and course policies.
6. Additional unpenalized Absences may be granted in cases of documented extenuating circumstances, subject to review and approval by the Dean of Students in consultation with the instructor. The Student is responsible for initiating the request and providing appropriate documentation. Approval of such Absences does not waive academic requirements, and the

Student remains responsible for completing all missed coursework as determined by the instructor.

B. EFFECTS OF EXCESSIVE ABSENCES

When a Student accumulates excessive Absences, whether excused or unexcused, excluding University-sanctioned Absences, the instructor may recommend that the Student withdraw from the course prior to the applicable withdrawal deadline published in the schedule of classes. If the Student elects not to withdraw, the instructor will assign a final grade in accordance with the Attendance and grading policies set forth in the course syllabus and applicable University policy.

C. APPEAL PROCEDURES

1. **Informal Resolution.** A Student who believes an Absence has been improperly classified is encouraged to first seek informal resolution with the instructor.
2. **Formal Appeal – Department Level.** If the matter is not resolved, the Student may submit a written appeal to the Department Head within five (5) business days of the instructor's decision. The appeal must include a statement of the basis for the appeal and any supporting documentation. The Department Head shall review the appeal and issue a written decision within a reasonable timeframe.
3. **Appeal – Academic Dean.** If the Student is not satisfied with the Department Head's decision, the Student may submit a written appeal to the Academic Dean within five (5) business days of the Department Head's decision. The Academic Dean shall review the record and issue a written decision within a reasonable timeframe.
4. **Final Determination.** The decision of the Academic Dean shall be final with respect to Absence determinations under this Policy.
5. **Relation to Grade Appeals.** This process applies solely to disputes regarding Absence determinations. If a Student seeks to challenge a final course grade, including where Attendance has impacted the grade, such appeal must be pursued in accordance with the University's established grade appeal procedures.

VI. Enforcement

The Vice President for Student Success is responsible for monitoring the enforcement of this Policy.

In the event an instructor has reason to believe that a Student has violated the Code of Student Conduct (e.g., furnishing false information with intent to deceive), the instructor shall refer the matter to the Dean of Students for review and, if warranted, appropriate disciplinary action.

VII. Policy Management

Upon adoption, the Vice President for Student Success shall be the Responsible Executive for this Policy in charge of the management of this Policy. The Dean of Students shall be the Responsible Officer of this Policy and the Office of Student Success shall be the Responsible Office for this Policy.

VII. Exclusions

This Policy does not apply to programs with clinical or laboratory requirements established by their accrediting bodies. It may also not apply to courses involving thesis or dissertation requirements.


Students should consult their instructor or department for guidance regarding course-specific expectations.

VIII. Effective Date

This Policy shall be effective as of the date of adoption of this Policy.

IX. Adoption

This Policy is hereby adopted on this 4/21/2026.

Signed by:

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Dr. Ramesh Kolluru
President

X. Appendices, References and Related Materials

- ✦ Code of Student Conduct

XI. Revision History

- ✦ Original adoption date: 4/21/2026