

**CLASS ATTENDANCE POLICY**  
**Revised and Approved by the UNL Faculty Senate**  
**February 5, 2013**

Students are expected to attend all lectures, recitations, quizzes, and laboratories regularly. The University has no regulation which permits cutting class.

1. You are responsible for the attendance policy set by your instructor and should clear absences directly with that instructor.
2. In cases where a student is unable to contact his or her instructors due to major illness, serious injury, or hospitalization or when given military orders which are effective immediately, a notice may be sent to the student's instructors by a family physician or the Student Affairs Office, 106 Canfield Administration Building, (402) 472-3755. This notice is for the instructor's information only and does not relieve the student of contacting instructors as soon as possible.
3. Students involved in University-sponsored activities, including intercollegiate athletics, may need to be excused from a class, lab, or studio meeting. In all instances it is the student's responsibility to request permission for the absence (preferably in writing) from the instructor and to discuss how the absence will affect their ability to meet the course requirements. Students should do this as soon in the semester as possible. While instructors should seek to the greatest extent possible, consistent with course requirements, to make reasonable accommodation for a student involved in University-sponsored activities, students should recognize that not every course can accommodate absences and neither the absence (nor the notification of an absence) relieves them from meeting the course requirements. An optional student absence form can be found at <http://www.unl.edu/facultysenate/student-absence-policy-form>.
4. In recognition of the diversity of the student body, the University provides that a student may request an excused absence from class for participation in religious observances. In all such instances, it is the student's responsibility to request, preferably in writing, that the instructor excuse the absence and to discuss how the absence will affect the student's ability to meet the course requirements. A student should make any such requests by the end of the second week of classes.
5. Students grieving from a personal tragedy, such as the loss of a loved one, may need to be excused from a class, lab, studio meeting, or required class activity to attend a funeral or manage grief. It is the student's responsibility to contact the Office of the Vice Chancellor for Student Affairs to request that a notice of his or her leave be sent to instructors. This notice is for the instructor's information only and does not relieve the student of contacting instructors as soon as possible. Upon his/her return, the student will provide documentation of the loss to each instructor and the Office of the Vice Chancellor for Student Affairs. Consistent with course requirements, instructors should seek to make reasonable accommodations for the grieving student, and should attempt to provide the opportunity to earn similar or equivalent credit for missed assignments or assessments.

However, students should recognize that not every course can accommodate absences and neither the absence (nor the notification of the absence) relieves them from meeting the course requirements. If the student is not satisfied by the execution of this policy by a faculty member, he or she is encouraged to contact the department head/chair, and if necessary, the Vice Chancellor for Student Affairs. Upon his/her return, the student will also be encouraged to visit the [Counseling and Psychological Services Office](#) in the UNL Health Center on City Campus or the [Family Resource Center](#) on East Campus to discuss the best methods of returning to normality and integrating once again into the classroom and college life.

6. Not attending a course does not constitute an official drop. You must process the drop or withdrawal through eNRoll, process a "Schedule Adjustment Form" or a "Cancellation/Withdrawal Form" with Registration and Records, 107 Canfield Administration Building. The drop or withdrawal will become official and tuition will be assessed based on the date of the transaction on eNRoll, or the date the form is processed in Registration and Records, 107 Canfield Administration Building.

DEPARTMENTS RESERVE THE RIGHT TO CANCEL A COURSE RESERVATION FOR A STUDENT WHO DOES NOT ATTEND THE FIRST CLASS MEETING FOR THE SEMESTER, OR DOES NOT MEET THE PREREQUISITES FOR THE COURSE. THE SPACE MAY BE REASSIGNED TO ANOTHER STUDENT APPLYING FOR ADMISSION TO THE COURSE. IF DROPPED FROM THE COURSE BY THE DEPARTMENT, YOU ARE STILL RESPONSIBLE FOR MAKING SURE THE COURSE IS DROPPED FROM YOUR REGISTRATION.