Class Attendance Guidelines
Students are expected to attend every class for which they are registered. Instructors may require attendance and may penalize students who are absent without a legitimate reason.

Faculty must clearly notify students of their attendance policy in their course syllabus, and administer the policy and any exceptions in a consistent manner with all students. The syllabus attendance policy should also include the procedure students should use to make up missed coursework or exams as a result of an excused absence.

Cross-campus Class Attendance
Students are encouraged to participate in college-organized campus swap events. Aside from these swap events, students are required to attend classes on the campus where they are enrolled. Students who wish to attend class on the campus they are not enrolled on an occasional basis must secure faculty permission. Students who wish to attend class on an ongoing basis on the other campus should complete and submit the Campus Transfer Form for approval.

Absence Reporting Procedure
Faculty must comply with the U of M policy outlining legitimate absences (https://policy.umn.edu/education/makeupwork). Faculty can, but should not be expected to, excuse absences for reasons not found in this policy (e.g. professional conference attendance, community service, legislative advocacy).

1) For absences of short durations (one-two days) students should follow procedures in course syllabi and notify faculty accordingly.

2) For significant absences (a few days, missing important exams / required classtime) students should contact the Office of Student Services.
   • Duluth: contact Amy Renne (218-726-6003)
   • Twin Cities: contact OSS (612-624-9490)
   The Office of Student Services, in turn, informs the student’s instructors of the absence to ensure all faculty are informed and aware of the situation.

3) It is the student's responsibility to make arrangements with instructors to reschedule missed coursework or exams; often this step occurs after the student returns to class from the absence.

4) Students may need to provide documentation (e.g. physician’s note) if the course director requires it. U of M policy states documentation is not required for a single episode illness so long as it does not conflict with an exam, lab sessions or important graded in-class assignments.

For students on IPPE or APPE:
Students are required to inform their preceptor and the Office of Applied and Experiential Education (copexpd@umn.edu) of any absence as early as possible, and prior to any scheduled on site start time.

Students who are absent from the site for three or more days due to illness must obtain a physician's written documentation of the illness.

More details can be found in the Experiential Education IPPE and APPE Manual in E*Value.