

Undergraduate Course Attendance Policy - FINAL

Updated June 2022

Because there is a strong positive relationship between class attendance and success in the classroom, Simmons undergraduate students are expected to attend all classes and are responsible for the work associated with all class meetings. Students should consult with their instructor as early as possible upon learning they may miss class time.*

At the beginning of each semester, instructors are encouraged to provide students with written guidelines on their attendance policy and possible grading penalties for failure to attend class or for late arrival to class. Simmons University policies adhere to federal and state regulations on absences due to religious observance, jury duty, military service, and other governmental obligations.

Eligible students with a documented disability are granted reasonable accommodations in Simmons courses and should consult the Policy for Occasional Absences Accommodation and other policies of the [Office of Accessibility Services \(OAS\)](#), in addition to the policy below.

Students with any health-related situation, including COVID, are responsible for informing their instructors in advance of absence or tardiness.

- The Division of Student Affairs, including the Counseling Center and Health Center, **do not** provide students with notes excusing them from class or other academic obligations.
- Students who expect to be absent from class should notify their instructors in advance. If a student is unable to notify their instructors, Student Affairs may notify instructors on their behalf.
- Students missing more than the maximum allotted classes may not be able to complete the course and may be encouraged or required to withdraw.*
- Students absent from class for two or more days due to illness should seek medical care. If a medical provider recommends an alteration to a student's schedule or a change in activities as part of a treatment plan, the student should inform their instructors and advisor immediately.

- Athletes and students involved in other official Simmons games/meets or co-curricular activities should inform their instructors of potential conflicts between scheduled classes and scheduled programs or athletic contests at the start of each semester. The faculty member has sole discretion to allow an absence due to an event in conflict with class or lab time, including Simmons-sanctioned and outside events or commitments.
- Scheduled classes have priority when in conflict with the out-of-class exam or other activity scheduled for another course.

*Students should consult program-specific handbooks for additional policies, including those on placement and practicum attendance.

Religious Observance

Students who are unable, because of their religious beliefs, to attend classes or to participate in an examination, class, or work requirement on a particular day shall be excused from the class, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work they may have missed consistent with Massachusetts General Law Chapter 151C, Section 2B. That law states:

Any student in an educational or vocational training institution, other than a religious or a denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work missed because of such absence on any particular day, provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effect shall result to any student because of his/her availing himself of the provisions of the sections.

Questions about absences for religious observance should be directed to the Office of Student Affairs or the Office of the Registrar.

Jury Duty

During the course of the academic year, students may receive notification that they have been summoned for jury duty. Students who attend college in Massachusetts are required by law to fulfill their civic duty if summoned, even though their permanent or "official" residence may be in another state. If the date for which students have been summoned is inconvenient, they may request a postponement for up to one year.

Students who are required to miss classes because of jury duty should notify their instructors.