

UWG PROCEDURE NUMBER: 2.7.3, Record of Student Absences/Attendance

Authority: UWG POLICY 2.7 (Teaching Responsibilities)

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedure for compliance with UWG Policy 2.7 on **Teaching Responsibilities**:

The purpose of the procedure is to clearly communicate to UWG faculty the record of student absences/attendance procedure.

A. Definitions

1. **Class roster verification**- a process initiated by the Registrar's Office via email to faculty requesting verification of class attendance
2. **Drop/Add timeframe**- A timeframe at the start of the semester, as noted on the academic calendar, during which students have the opportunity to drop or add any classes.

B. Procedures

1. All faculty (teaching face-to-face and/or online courses) shall state their attendance expectations and requirements in the syllabus.
2. Faculty must accurately identify students who never attended the course prior to the deadline for roster verification. Faculty wishing to drop a student during the Drop/Add period must contact the Registrar's Office.

C. Compliance

UWG follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails. ([BOR Manual](#)).

D. Additional comments

1. Grades of I, U, or F require entering a last date of attendance per the Registrar's Office. Faculty will not be able to submit grades until this field is populated for these grades (I, U, or F). All other grades (A-D or S) do not require a last date of attendance.

Recommended by the Provost, the 3 day of October, 2018.

Signature, Provost

Reviewed by President:

Previous version dated: N/A

Rules committee approved 2/15/18