

Class Attendance

All students are required to attend every scheduled class session and arrive punctually in the prescribed course modality (technology requirements including camera usage/visibility also applies). Regular attendance is fundamental to academic success and reflects the professional standards expected in higher education. Class participation, discussions, and in-class activities are integral components of the learning experience that cannot be replicated outside the classroom setting.

Students are responsible for attending all scheduled class sessions, arriving on time, actively participating in class discussions and activities, maintaining professional classroom behavior, and meeting all assignment deadlines as specified in course syllabi. Absences directly affect class participation grades, overall course performance, and learning outcomes. Students remain fully responsible for all material covered, assignments given, and deadlines established during any absence, regardless of the reason for the absence.

Documentation and Emergency Circumstances

Students who miss class due to health-related issues must provide appropriate documentation within one week of the absence. Acceptable documentation includes official medical statements from licensed healthcare providers, hospital records, or emergency department visit records. Submission of documentation does not automatically excuse an absence or alter course requirements, deadlines, or grading policies.

The university recognizes that extraordinary circumstances may occasionally prevent attendance, including documented medical emergencies, family emergencies requiring immediate attention, severe weather conditions making travel dangerous, or university-sanctioned activities with prior approval. Students experiencing such circumstances must notify their instructor as soon as reasonably possible, preferably in advance when circumstances permit.

Assignments and Assessments

All assignments must be submitted by specified deadlines as established in course syllabi. Late submissions are generally not accepted. Technology failures, personal scheduling conflicts, or minor inconveniences do not constitute grounds for deadline extensions. Students must plan accordingly to account for potential issues and should contact instructors immediately when extraordinary circumstances arise.

Students who miss scheduled examinations, presentations, or other assessed activities will receive a grade of zero unless prior approval has been obtained from the instructor or the absence qualifies as an extraordinary circumstance with appropriate documentation. Alternative arrangements may be made at the sole discretion of the instructor in consultation with departmental policies.

Incomplete Grades and Professional Standards

Incomplete grades will be awarded only under extraordinary circumstances where the student has satisfactorily completed the majority of course requirements, circumstances beyond the student's control prevent course completion, and the instructor determines that an incomplete is appropriate. Students should not expect incomplete grades for poor planning, routine scheduling conflicts, or failure to meet regular course requirements.

Students are expected to demonstrate professional behavior including regular and punctual attendance, respectful interaction with instructors and peers, appropriate classroom demeanor, and adherence to all course policies and procedures.

Faculty Authority and Implementation

Instructors maintain authority to establish specific attendance requirements for their courses, determine what constitutes acceptable documentation, evaluate requests for extensions or accommodations, assign grades based on attendance and participation, and recommend withdrawal for students with excessive absences. Attendance and participation typically constitute a significant portion of final course grades as specified in individual course syllabi.

This policy applies to all courses unless specifically modified by program requirements or accreditation standards. Any modifications must be clearly stated in course syllabi and approved through appropriate academic channels.

Implications for International Students

International students have limited options for leaves of absence due to federal immigration regulations. For medical reasons, international students may be eligible for a Medical Reduced Course Load (RCL), which allows enrollment below full-time status while maintaining active F-1 status, but requires comprehensive medical documentation and approval from both the university and SEVIS. Medical Leave of Absence is available but limited to 364 days maximum per degree level and requires ongoing medical documentation for each semester [Medical Leave Of Absence - Office of Global Services](#).. For non-medical leaves of absence, international students must depart the United States within 15 days as their SEVIS record will be terminated for "Authorized Early Withdrawal"

[JhuHarvard International Office](#). Students absent for less than 5 months may be eligible for SEVIS reactivation to maintain their original immigration record, while those absent for more than 5 months require a new I-20 and initial SEVIS record [International CenterUniversity at Buffalo](#). Students who take voluntary withdrawal, are suspended, or required to withdraw from the University are required to leave the United States within fifteen (15) days of this action unless they qualify for and receive approval for Medical RCL or Medical LOA.