



## CLASS ATTENDANCE AND LEAVE OF ABSENCE (LOA) PROCEDURES

### CLASS ATTENDANCE

The punctual attendance to classes and laboratories is obligatory. Every student who is absent from class is held responsible to make up the work of the missed day as determined by each professor. The professor must record the absences of students and make periodic reports, as well as refer students with problems of absenteeism to the Counselor Center.

Any student who is absent more than double of credits for the courses will be referred to the Orientation Office by the professor who may also drop him from the class or give a grade lower than the one obtained.

The student must recognize that arriving late affects his final grade since (3) absences equal one (1) absence. The student who arrives late will be considered absent unless at the end of the class the teacher is notified of his/her presence. After 15 minutes the tardiness will be considered an absence.

### ATTENDANCE TO EXAMINATION

The student is obliged to comply with the demands established by the professor. The professor will determine if the students can make up a missed test for justified reasons and will supervise that such absences are not repeated. The student who does not attend to a final test properly announced will receive an F or 0 in said test.

### ABSENCES DUE TO UNIVERSITY SPONSORED ACTIVITIES

Some students participate in university-sponsored activities in which they represent the Institution, their academic department, or any recognized organization. Such activities may cause a student to be absent from class. In many instances, such absences qualify as "excused absences", which means that it, with proper prior arrangement, is not subject to penalty and coursework may be satisfied through an agreement between the professor and the student. Some examples of events that may qualify for excused absences include: athletic competition (if the student is a bona fide AUPR's athlete), research or presentation in which the student is an integral member of the presenting team, academic

fairs, and performing arts events, among others. In order to determine if an event qualify for an excused absence, the student must discuss it with his/her professor(s) and/or an official staff member of the Students Service and Retention Office (SSRO).

If a student is seeking approval for an approval absence he/her is responsible for notifying his/her professor(s) at least one week prior (if possible), especially if the absence will be at the beginning of the term. Professors are expected to make reasonable accommodations including of make-up assignments and exams whenever possible. Also, it is expected that the student will develop a plan and timetable to make up the missed coursework with his/her professor(s). There are no excuses for not replace the coursework missed.

## OTHER ABSENCES

Unforeseen circumstances or events or may occur that cause a student to be absent from class. These could include illness, bereavement, accident, or a catastrophic event such a fire or flood by a storm or hurricane, for example. If such issues arise, students are encourage to notify their professors as soon as possible in order to apprise them of the circumstances leading to their absence from classes and to develop a plan, with a timetable, to make up missed coursework.

Students may be asked to provide documentation to establish perspective that the absence is warranted. Professors are expected to make reasonable accommodations including of make-up assignments and exams whenever possible. Also, it is expected that the student will develop a plan and timetable to make up the missed coursework with his/her professor(s). There are no excuses for not replace the coursework missed.

### a. Absences due to serious illnesses

In cases of serious illness or medical conditions which impact a student's ability to participate in courses for an extended period, professors may request that students provide a note for a physician or documentation indicating the absence from the class is warranted. Prior a surgery or a scheduled medical procedure, students must provide a medical note, especially if there are exams or presentations on that days. Any documentation requested for absences due to illnesses should violate physician-patient confidentiality or any issue protected by the Health Insurance Portability and Accountability Act (HIPAA).

Examples of serious illnesses or medical conditions may include, but are not limited to: mononucleosis, which requires bed rest and/or removal from campus; hospitalization and/or surgery, severe injury requiring bed rest, severe flu and/or dehydration requiring bed rest, and highly contagious diseases such as chicken pox, measles, and conjunctivitis, among others. Pregnancy difficulties, recognized by an obstetrician or a gynecologist, also apply in this category.

Documentation is not necessarily warranted for shorter term illnesses which may legitimately prevent a student from attending classes but require self-care, such as a cold or common viral infection.

Depending on the duration of recovery from the disease, and considering the time to make up the coursework missed, students and professor could explore available options such as an Incomplete as a final grade. Both of them should schedule when and how the Incomplete will be removed, according to the official academic calendar.

#### b. Absences due to religious observance

AUPR recognizes that on the occasion of important or solemn religious days, certain students would observe practices that preclude them from attending to their regular duties. Professors are asked to reasonably accommodate students' religious observances in course scheduling. The course syllabus, discussed with students at the beginning of the term, should specify the examinations and presentations schedule, as any due date for other assignments. With that information, students can then inform the professors of any conflict due to religious observances. In such cases, AUPR promotes a mutually agreed and reasonable accommodations. In the event that such accommodations cannot be developed, the students can appeal to the SSRO Director.

#### c. Absences due to military engagement

AUPR promotes that our students in military service can continue their academic program schedule, helping them to not be affected by Satisfactory Academic Progress rules. Please refer to AUPR's policy for students in military service.

#### LEAVE OF ABSENCE (LOA)

In such cases when there is a justified reason for a long absence period due to reasons explained above, students should fill out an application for a Leave of Absence in SSRO. That office will help

students in the process to communicate the professor(s) the situation. LOA form is included as part of this policy.

EFFECTIVE DATE:

These procedures are effective from the moment it is signed and will remain in force until amended or repealed.



JOSÉ A. RAMÍREZ FIGUEROA, Ed.D.

VP – ACADEMIC AND STUDENTESS AFFAIRS

Approval Date: November 10, 2016

Effective Date: Immediately

Issuing Authority: Vice President for Academic and Students Affairs (VPASA)

Implementing Units: Dean of Faculty's Office, Registrar's Office, and VPASA's Office.

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