The university expects students to regularly attend classes in which they are enrolled. Faculty members are expected to establish specific attendance policies governing their classes and communicate clearly their policies in the course syllabi. Faculty members may require appropriate documentation to verify absences with the discretion to accept or deny the provided documentation. Students are responsible for work missed due to absences, and are expected to initiate a request to make up the class work or examination(s) missed.

Individual policies must allow for a reasonable number of excused absences for legitimate reasons. Excused absences approved by faculty members should be consistently applied to all students. An excused absence means that an instructor may not penalize the student and must provide a reasonable and timely accommodation or opportunity to make up exams or other course requirements that have an impact on course grade. Excused students should be allowed the same opportunities as students who were present in class.

Faculty members are obligated to honor the following circumstances as excused absences:

a. travel considered part of the instructional program of the university and requiring absence from class (e.g. field trips, research presentations, etc.);
b. invited participation in activities directly and officially sponsored by and in the interest of the university (e.g. athletic teams, debate teams, dance company, etc.); in cases of student athletes, refer to UCO Compliance Policy Manual for Athletics or contact the Faculty Athletic Representative;
c. jury duty;