College of Law Policy on Recording Attendance

Adequate attendance recordkeeping requires all instructors to confirm their class lists, record attendance each class, and identify and report absences when necessary.

Confirming Class Lists

- Within a week after the end of the drop/add period, instructors should review the Registrar’s class roster and notify the Registrar if there are any errors in the roster.

Recording Attendance

- College of Law instructors should record student attendance during every class period.
- Instructors may use any method that creates a written or electronic record of student attendance. For example, the instructor may circulate a class roster for students to sign, post a sign-in sheet by the door, call roll, or record absences on a seating chart.
- Promptly after each class, instructors should review their records to identify students who missed class.
- Instructors should keep a record of student communications about absences, such as the reason for absences and expected returns from lengthy absences.
- Instructors will keep their own attendance records. On request, faculty administrative assistants will help with record keeping for classes with large enrollments.
- When submitting grades at the end of each semester, instructors will be asked to confirm that they made a good faith effort to record attendance.
- Instructors should retain attendance records for three years after the end of the semester. Instructors may keep their own records or keep them with the Registrar, at the instructor’s option.

Reporting Absences

- If a student misses class for more than one week, the instructor must promptly notify the Assistant Dean for Academic Affairs, Student Affairs and Diversity unless the student has communicated to the instructor a plan to return. For example, if a student misses two consecutive sessions of a class that meets once a week, or misses three consecutive sessions of a class that meets twice a week, and the student has not communicated an intent to return, the instructor should notify the Assistant Dean immediately.
- If a student misses class for more than a week but has communicated an intent to return, the instructor should keep a record of that communication.
- The Assistant Dean for Academic Affairs, Student Affairs and Diversity or the Associate Dean for Academic Affairs will follow up as necessary to facilitate compliance with University requirements.