

Option 1: Flexible Absence Allowance

Attendance

Regular attendance is important for your success in this course. You are allowed [X] absences during the semester for any reason—no questions asked and no documentation required. After [X] absences, additional absences may affect your grade unless they fall under the university's excused absence policy (participation in official intercollegiate or adaptive sports events, jury duty, required military service, or important religious holidays/observances).

If you know in advance that you will miss class, please let me know as early as possible. You are responsible for obtaining notes, assignments, and materials from missed classes.

Missing Exams: If you miss an exam, contact me as soon as possible. Make-up exams will be provided for university-excused absences or documented emergencies (such as illness, family emergency, or other verifiable circumstances). You may be asked to provide documentation. Make-up exams must be completed within [X days/one week] of the original exam date unless other arrangements are made.

If you are dealing with an unexpected, extenuating circumstance that will keep you out of class or affect your performance for more than a day or two, reach out to the Dean of Students (dean.students@unh.edu) to request a letter. See [the full UNH Attendance and Class Requirements policy](#).

Option 2: Self-Reported Absences (Trust-Based Model)

Attendance

Regular attendance helps you stay engaged with course material and your peers. I trust you to make good decisions about when you need to miss class. If you are unable to attend, please:

- Email me before class if possible, or as soon as you are able
- Review the materials posted on Canvas and obtain notes from a classmate
- Complete any assignments or readings that were due

You do not need to provide details about why you are absent unless you choose to share that information.

Missing Exams or Major Assessments: Exams and major assessments (such as presentations or projects) must be completed on the scheduled date unless you communicate with me in advance about a university-excused absence or as soon as possible

in the case of an emergency. I will work with you to schedule a make-up within a reasonable timeframe. Repeated missed exams without communication may affect your ability to make up the work.

For **planned absences** related to university-excused activities (intercollegiate or adaptive sports, jury duty, military service, or religious observance), please let me know as early in the semester as possible.

If you are managing an extended absence or extenuating circumstances, contact the Dean of Students (dean.students@unh.edu). See [the UNH Attendance and Class Requirements policy](#).

Option 3: Attendance Not Graded, But Participation Is

Attendance and Participation

While attendance is not directly graded, active participation is essential for your learning and counts toward [X]% of your final grade. Participation includes contributing to discussions, group work, and in-class activities. Regular attendance naturally supports your ability to participate meaningfully.

If you miss class, you are responsible for obtaining notes and materials from peers or Canvas. If you need to miss class for a planned activity (such as an intercollegiate sporting event, jury duty, military service, or religious observance), please let me know as early as possible so we can discuss how to make up for missed participation opportunities.

Missing Exams: If you need to miss an exam, contact me as soon as you know you will be absent. For planned absences (university-excused activities or religious observances), we will schedule a make-up exam in advance. For unexpected absences due to illness or emergency, contact me within 24 hours of the exam and be prepared to provide a brief explanation or documentation if requested. Make-up exams will be scheduled within [X days/one week].

If you are dealing with extenuating circumstances that will affect your performance for more than a day or two, reach out to the Dean of Students (dean.students@unh.edu). See [the UNH Attendance and Class Requirements policy](#).

Option 4: Mandatory Attendance (For Lab/Studio/Performance Courses)

Attendance

Due to the hands-on nature of this course, attendance is mandatory. Missing class sessions means missing essential learning experiences that cannot be replicated outside of class time.

Excused absences as defined by university policy (participation in official intercollegiate or adaptive sports events, jury duty, required military service, and important religious holidays/observances) will not result in academic penalty. For these absences, please notify me as far in advance as possible so we can arrange alternative learning opportunities where feasible.

Missing Exams or Practical Assessments: If you must miss an exam or practical assessment, contact me immediately. Make-up opportunities will be provided for university-excused absences or documented emergencies. Depending on the nature of the assessment, make-ups may take a different format than the original. You should expect to complete make-up work within [X days/one week] unless circumstances require additional flexibility.

For unexpected absences due to illness or personal emergencies lasting more than a day or two, contact the Dean of Students (dean.students@unh.edu). See [the UNH Attendance and Class Requirements policy](#).

Option 5: Attendance Tied to Specific Assignments/Assessments

Attendance

Attendance itself is not graded, but certain class sessions involve required activities that contribute to your grade, such as in-class quizzes, group presentations, peer reviews, or hands-on activities.

You are responsible for completing these activities during class. If you miss class on a day when a graded activity occurs, you may make up the work if:

1. Your absence falls under the university's excused absence policy (intercollegiate/adaptive sports, jury duty, military service, or religious observance),
OR
2. You communicate with me about an emergency or extenuating circumstance and, if requested, provide brief documentation

Missing Exams: If you will miss an exam, notify me as soon as possible—ideally before the exam if you know in advance. Make-up exams are available for university-excused absences, illness, or emergencies. I may ask for a brief explanation or documentation. Make-up exams must be scheduled and completed within [X days/one week] of the original date.

For extended absences or ongoing challenges, contact the Dean of Students (dean.students@unh.edu). See [the UNH Attendance and Class Requirements policy](#).