

ATTENDANCE POLICY

This policy emphasizes the correlation between attendance and academic achievement. The term “in-class” applies to both in person and online synchronous class meetings.

A student is expected to attend all class meetings of courses in which they are enrolled. Any form of attendance used by an individual professor as a criterion for evaluation must be specified in the course syllabus and presented to students during the first week of classes.

A student who misses in excess of three weeks of classes prior to the eleventh week of the semester (for any reason whatsoever, excused or unexcused) is expected to withdraw from the course. The faculty member may waive this policy at their discretion:

- For once-per-week classes, this would be three total absences
- For twice-per-week classes, this would be six total absences
- For three-times-per-week classes, this would be nine total absences.

An instructor must take attendance in a course at the first class session. At the beginning of the first class session, the instructor may “give away” the seat that has been reserved for any student who has failed to attend the first class without an excused absence. The faculty member should note in the student information system that the student “Never Attended.” The student whose reserved seat has been reassigned must formally drop or withdraw from the course.

If the faculty member wishes to enforce the policy, they will inform the student via email that they must initiate the withdrawal process within 5 business days (cc’ing the Associate Provost). The student must follow the regular withdrawal procedure. If the student fails to withdraw from the class within the 5 business days, the faculty member works with the Associate Provost to withdraw them. Once a student is withdrawn from the class, they may no longer attend the class. Faculty members must note the student’s last day of attendance and enter that information in the student information system.

Excused absences do not exempt a student from the course requirements or from following the college-wide Attendance Policy. Excused absences include but are not limited to: religious holidays, adverse weather conditions, illness, accidents, death in the family, occurrences deemed proper by the instructor, and approved activities. Approved activities include: field trips, scheduled intercollegiate athletic contests, professional and academic conferences, off-campus use of academic resources, authorized special projects, and required military or jury duty. Notifications may come from College offices regarding a student’s ability to attend class. These offices include, but are not limited to, Athletics, the Dean of Students, and the Wellness Center.

Students must provide documentation of an excused absence upon the instructor’s request. For excused absences, instructors must allow students to make up missed in-class work such as examinations, quizzes, writing assignments, and any other criteria used in the computation of grades. Students who may miss field experiences, such as but not limited to: methods, practicums, clinical experiences, internships and student teacher experiences, for an excused absence shall develop mutually

agreeable alternative plans (in advance if possible) with the faculty member.

Make-up procedures apply only to excused absences, including those arising from an emergency. Students must contact the instructor to make arrangements to make up missed work for excused absences. Such made-up work shall carry no penalty to the student unless the student fails to comply with the arrangements agreed upon. If a student knows of an upcoming absence in advance, they should discuss a plan for missed work with the instructor in advance. Instructors are not obliged to provide make-ups for unexcused absences.

Any student who feels that an instructor has incorrectly handled a request for an excused absence has the right to appeal that decision to the academic Dean’s Office within five business days of the decision. The Dean’s Office has the option to remove the absence from student’s absence count. If serious concerns continue, the student may appeal to the Provost or their designee within five business days of the decision by the Dean’s Office. The decision of the Provost or their designee is final.

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