

# Attendance Policy

A significant portion of learning comes from the interaction between professors and students. Therefore, attendance is essential to student success. Class discussions, activities, and projects cannot be replicated effectively outside of the classroom environment. Furthermore, students learn valuable interpersonal communication skills only through human interaction. Since attendance is so essential for success, students are expected to take responsibility for being both physically and mentally present in class sessions and to think carefully about their involvement in extracurricular activities when planning out their semester.

The University attendance policy requires regular and punctual class attendance. Class attendance is recorded from the first day of the course in the learning management system. Individual instructors or departments may develop an alternative policy that is more stringent than the official university policy. That policy will be clearly stated in the syllabus, and students are expected to be familiar with the policies of individual courses and departments.

The following attendance guidelines will apply:

- A student in an on-campus course missing a cumulative of 20 percent of the class meetings (including university-approved absences) may be dropped from the course. This will be reflected on the transcript as a “WA” or an “FA” (see below).
- A student in an online course who does not successfully complete at least one assignment by the second week of the term and fails to maintain active course participation may be dropped from the course. This will be reflected on the transcript as a “WA” or an “FA” (see below).

Students who miss an instructional experience are expected to meet with the instructor to discuss their absences as soon as possible. Except for emergencies, the student should make arrangements with his/her teachers prior to any absence.

University-approved absences, which are absences with prior authorization from the administration, will be counted toward the cumulative 20 percent. Students who miss class due to a university-approved absence are allowed to make up assigned coursework. In all other cases, the ability to make up missed coursework, as well as the time and nature of the makeup, is at the discretion of the instructor.

Students who stop attending class for any reason should contact the instructor and the Records Office to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course.

## **Attendance Warning:**

If a student misses 15% of class sessions, the professor will create an attendance warning, which consists of two parts.

- The professor will contact the student through Canvas to alert them to their current status and its implications.
- The professor will send an alert through the Canvas Early Alert system (Dropout Detective) which will inform the advisor and CASA director.

In the event of an appeal, this documentation may be made available to the Academic Standards and Practices Committee.

## **Administrative Withdrawal:**

If a student misses 20% of class sessions, they may be subject to an administrative withdrawal. Classes dropped for attendance prior to the last day to withdraw from a course will be noted on the student's transcript as “WA.” Classes failed for attendance after the last day to withdraw from a course will be noted on the student's transcript as “FA.”

## **Appeal Process:**

If a student feels that their absences are the result of exceptional circumstances, they may complete the process for an appeal by turning in the related form to the Registrar's Office. That petition will be taken to the Academic Standards and Practices Committee, whose decision will be based on the student's statement, a statement from the professor, and the student's overall participation and performance in the course. The decision of that committee is final.

During the appeal process the student has the right, and the obligation, to continue attending the class(es) in question.

**Medical or Emergency Absences:**

Students experiencing serious illness (hospitalization or serious injury) or family emergencies must contact the Vice President for Institutional Research and Effectiveness for verification. After verification, the Vice President for Institutional Research and Effectiveness will alert the instructor, who should assist the student in making up missed work or the instructor may average missed work into the student's grade. Faculty members should specify the appropriate time frame for making up missed work.