



# Class Attendance Policy

The number of unexcused absences that may be taken without penalty is the equivalent of 1.5 weeks of class per semester. The general operating guideline is 1.5 hours per semester for each hour spent in class or lab, per week. Fractional hours will be rounded down by the Professor. The distribution of unexcused absences between class time and lab time is at the discretion of the professor teaching the course.

No unexcused absences will be permitted during the first full academic week of a semester, nor will any unexcused absences be permitted for freshmen in their first semester. In addition, unexcused absences taken on a Friday preceding, or on a Monday following, the Fall and Spring recesses will count double.

Students are responsible for the content of missed classes. A professor may require student attendance in any class for special circumstances, such as a scheduled exam, a special lab assignment, a guest speaker, a field trip, etc.

There will be no excused absences due to illness, except with a Doctor's certification, arranged through the Assistant Director of Student Affairs. There will be no excused absences due to illness unless the student has already taken the allowed number of unexcused absences for each class.

Any student who leaves the campus to recuperate from a physical or mental/emotional illness and does not have a sufficient number of unexcused absences available will not be allowed to return to classes unless he or she provides a statement from a physician indicating that the student has been treated or is under treatment for the problem.

Absences may be excused by the Dean or, in his absence, the President, if, in his judgment, justifiable cause exists. Such special requests shall be made in advance, unless truly compelling circumstances prevent this.

The Dean has established a grade-point penalty guideline of between 1 and 3 points per excess unexcused absences. It will be the individual faculty member's discretion to implement these guidelines in determining the final grade. Each faculty member will inform his or her classes at the beginning of each semester as to how the professor will apply the guidelines.

If a student exceeds the number of allowed unexcused absences in a non-credit course, he/she will be given an assignment on the subject of the presentation which must be completed to the satisfaction of the professor-in-charge.

If a student, in the opinion of the faculty, is taking excessive unexcused absences in one or more courses, he or she will be subject to disenrollment upon a two-thirds vote of the faculty.

## **Procedures and Responsibilities**

A list of the number of unexcused absences in each class will be published at the beginning of each semester and will be distributed to every student by the Registrar.

Professors will record student attendance using the Student Information System, Populi. Professors may ask the Class President, or his or her designee, to help identify which students are not in attendance at a class session.

The Registrar will keep the official list of excused and unexcused class absences.