INTENT

It is the intent of this policy to establish a University-wide system for assuring and monitoring classroom attendance.

POLICY

1. Students are expected to attend each and every class meeting in its entirety. Faculty members shall maintain a record of classroom attendance. Each student is responsible for verifying his or her attendance when arriving late to class and/or justifying early departure.

2. Class absences are excused for medical reasons, university activities approved by the appropriate vice president or designee, and/or for personal exigencies. University activities appropriate to be considered as an excused absence include but are not limited to: scheduled athletic events, cultural events, academic competitions, etc., in which the student is a participant. Other appropriate situations include: military duties, auto accidents, death in immediate family, medical emergencies. Verification of such absences may be required by the instructor, and the student is responsible for make-up work as required by the instructor.

3. A student who has been recognized by an individual faculty member as potentially benefiting from learning experiences which complement regular classroom attendance may contract with the instructor for a mutually agreeable alternative to regular classroom attendance.

4. Faculty members are encouraged to consider class attendance in their grading. A student shall have the privilege of unexcused absences equal to the number of classes held in a week, or to one absence per credit hour, whichever is less.
PROCEDURES

1. All faculty shall keep attendance records.
2. Faculty shall notify students in writing within the first week of the semester, or the equivalent time during the summer sessions, of the grading consequences of class attendance/non-attendance.
3. A student may negotiate with the course instructor for an individualized participation agreement which must be in writing with a copy to the student and the original retained by the faculty member. The original will be maintained for a period of not less than one calendar year after the final grades is awarded.
4. It is the responsibility of the student to provide to the instructor, in advance when possible, justification for all absences.
5. A student participating in an official university activity shall obtain a letter from the appropriate vice president or his/her designee authorizing the absence and provide it to the course instructor, in advance.
6. A student with an excused absence shall arrange with the course instructor for make-up work.
7. The course instructor is encouraged to consider class attendance is determining the final grade. When a student exceeds the allowable number of unexcused absences, the instructor shall indicate this fact on the final grade report, to be recorded in the student's official academic history.