

# CLASS ATTENDANCE POLICY

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Every student must be present at class during the first week of each term as it is essential to academic success. This policy applies to all undergraduate students.

A delayed arrival to campus is not considered a valid excuse to not be present during the first week of classes. Academic calendars and dates of instruction are published well in advance each year enabling all students to plan their schedules accordingly.

**First Year Students** - To assist first-year students in their transition to college responsibilities, a policy of compulsory attendance is necessary for student academic success. Therefore, first-year students will be permitted only a limited number of absences. For first-year students, the allowable number of absences in the first term or in the second term will be equal to twice the meeting times a week (or four class days in any third-term session).

A student exceeding this number will be referred to the student's dean's office for possible counseling and appropriate action. Any undergraduate student who has not yet accrued 30 semester hours of credit is considered a first-year student.

**In addition to the first-year student policy, faculty may institute an additional attendance requirement.** This may be done for any course (including seminars, laboratories, performance courses, clinical field-based courses and the like) provided the policy is approved by a faculty committee of the department and/or the department chair. If attendance is used as a grading component, the instructor is obligated to clarify their classroom policy regarding absences in writing in the syllabus provided during the first full week of the semester.

It is desirable for students to attend all classes. Listening to the lectures of instructors and being involved in classroom discussions should (1) provide guidelines and goals in the course of study, thus lending direction to the study activities of the student; (2) provide instances of the way of thinking and methodology employed by an academic discipline in formulating and solving problems; and (3) stimulate an awareness of/ and interest in the course topics beyond the levels acquired by textbook reading.

Because textbook material is generally beneath the level of the current state of knowledge, instructors acquaint the student with new ideas and integrate this material into the course topics. Students are responsible for being aware of the proceedings and material covered in each class period.

Students must attend all announced tests and submit assigned written work on the date set by the instructor; it is recommended that the instructor announce such tests and assignments at least a week in advance. The action taken as a consequence of missing a test or an assignment will be determined by the instructor and will be based on a consideration of the individual circumstances involved.

In cases where unusual circumstances combine to cause a student to miss any class time *during the first week of classes* for reasons beyond the student's control (e.g., personal illness, death in the immediate family, religious holidays, University-sanctioned activity, emergency limitations on commuter travel in severe weather-related conditions, travel issues beyond their control), faculty members should give due diligence to reviewing the student's particular case.

Any student who experiences any issues beyond their control that will significantly impede their arrival to campus/courses *beyond the first week of classes* will be advised to defer their enrollment to the next semester. This policy applies to all Undergraduate students: in-state, out-of-state, and international. Note that the F and J visas for international students may be impacted if students are not able to maintain full time registration for the academic semester.