

Attendance Policy

Faculty determine attendance policies for their classes consistent with university approved guidelines. Attendance policies are to be included on syllabi.

University Approved Guidelines

1. Students are expected to attend all classes. It is the student's responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then he/she is entitled to make up the missed work but only at the convenience of the faculty member. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student.

2. Students are not penalized for absences caused by verified conditions beyond their personal control. The student may be required to provide non-family, third-party documentation. Examples of these conditions may include: personal illness, death or critical illness in the immediate family, jury duty, military duties, religious holidays

3. Absences due to Students' participations in the university approved athletics, curricular, and extra-curricular activities shall be recognized as excused absences for which they cannot be penalized. However, to recognize that students' participating in the activities as official representatives of the university, instructors and staff overseeing the events (sponsors), will submit the University Approved Activities Form (UAAF, available online) clearly stating the dates, names of student participants, and objectives of the activities to the dean of the college. Coaches will submit the UAAF to the AD who will forward it to the deans. After evaluating the relevance of the activities to the university's mission, the deans will return the UAAF to faculty/staff sponsors. Sponsors will be responsible for providing copies to students who will share the information with their course instructors

- a. Such requests using the Form must be initiated by the sponsors within the *first 2 weeks* of the semester;
- b. Due to weather and other unforeseen reasons, some athletic and curricular events change schedule without adequate lead time. Such events would be treated as exceptions to the rule as stated above (a).

4. Students are responsible for dropping/withdrawing from a class in which they are no longer attending. Deadlines are included on the academic calendar. Students who do not properly drop/withdraw from a class will be responsible for the grade earned and tuition and fees incurred.