

BLUE MOUNTAIN COLLEGE

Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.10

SUBJECT: Class Attendance

1. **Undergraduate**

Class attendance is an essential part of college education, and students are expected to attend regularly and punctually classes and laboratories for which they are registered. Cumulative absences may result in a lowered grade or loss of credit for the course. Tardiness is also subject to penalty, as is any failure to complete required course work on time. Although some specific requirements may vary according to the nature and structure of the course, the following guidelines summarize institutional policy:

A. Attendance Required

Class attendance is required, and accurate records are kept.

B. Number of Absences

A student receives a grade of F in any course immediately upon accumulating absences equivalent to 25% of the class meetings, whether excused or unexcused in that class. Any exception to this rule, granted only in extraordinary circumstances, must be approved by the Vice President for Academic Affairs.

C. Grades and Absences

For lesser numbers of absences, the student should expect a lowered grade in the course, with the maximum penalty of one letter grade for each week of absences (in a semester) or the equivalent. The calculation of the semester grade, including any penalty for absences, is the responsibility of the professor and may vary according to the nature of the course and the grading scale used. In some classes points will be deducted from the semester grade for unexcused absences; in others, the penalty may be built into the grading scale by means of frequent pop quizzes, grades for class participation and the like.

D. Excused Absences

The faculty member will excuse a limited number of absences for serious illness, and for other emergency reasons which the faculty member finds justifiable. The Vice President for Academic Affairs will annul absences for one college sponsored field trip per semester, for choir trips, and athletic events. Students will be allowed one annulled absence per semester for denominational meetings. Sponsors of field trips, choir trips, athletics events, etc. must provide the Office of Academic Affairs with an alphabetical list of participating students one week prior to departure.

E. Making Up Coursework Due to Absences

Whether an absence is excused or not, the student who is absent misses some learning that takes place in the class. Naturally, the faculty member is more inclined to assist the student in making up the work if the absence was excused. However, the responsibility for work missed rests entirely with the student.

F. Absences Due to Late Registration

A student registering late will be charged for all absences occurring prior to his/her reporting to class, although these may be treated as excused absences.

G. Reporting Absences

A faculty member must report to the Office of Academic Affairs any student who has missed one-half of the allowed class period before receiving a grade of *F* in a course. A faculty member must report to the Office of Academic Affairs any student whose cumulative absences have reached the number requiring a grade of *F* in the course. [See #2 above.] The student will be warned upon missing one-half the number of absences requiring a grade of *F* in the course.

2. **Graduate**

Class attendance is an essential part of graduate education and students are expected to attend regularly and punctually classes and laboratories for which they are registered. Cumulative absences may result in a lowered grade or loss of credit for the course. Tardiness is also subject to penalty, as is any failure to complete required course work on time. Although some specific requirements may vary according to the nature and structure of the course, the general guidelines for class attendance are included below.

A. Attendance Required

Class attendance is required for graduate students and records are maintained.

B. Number of Absences

A student receives a grade of *F* in any course immediately upon accumulating the following number of absences, whether excused or unexcused in that class:

- 12 in semester classes meeting 3 times per week
- 08 in semester classes meeting 2 times per week

04 in semester classes meeting 1 time per week
05 in summer day classes
Proportionate numbers in classes on other schedules.

An exception to this rule, granted only in extraordinary circumstances, must be approved by the Vice President for Academic Affairs.

C. Absences Due to Late Registration

A student registering late will be charged for all absences occurring prior to his/her reporting to class, although these may be treated as excused absences.

SOURCE: Board of Trustees: February 22, 2002; October 07, 2005; November 27, 2006.