

PROCEDURES

Policy 2.10: Class Attendance

The Office of Academic Affairs complies with the following standards and procedures for managing attendance issues for undergraduate and graduate students:

1. A grade of **F** will be recorded in any class upon the accumulation of the following number of absences, whether excused or un-excused:
 - 12 in semester classes meeting 3 times per week
 - 8 in semester classes meeting 2 times per week
 - 4 in semester classes meeting 1 time per week
 - 5 in summer day classes
 - Proportionate numbers in classes on any other schedule
2. A faculty member must report to the Office of Academic Affairs any student whose cumulative absences have reached one-half of the days leading to a grade of **F** based on absenteeism. The student will be warned regarding the consequences of excessive absences in a letter sent to both the school address and the home address.
3. 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. The student will be notified in a letter sent to both the school address and the home address that he/she has missed too many days in the class in order to receive credit for the course.

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