

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 percent 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

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.

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 excuse absences for college sponsored and denominational events. 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 absences equivalent to 25 percent of the class meetings, whether excused or unexcused in that class. Any exceptions to the 25 percent rule must be appealed directly to the Dean of Graduate Studies. Exceptions will be made only for extraordinary circumstances. [Cross reference with Policy 2.15: Grading.]

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.