

PROCEDURES

Policy 2.10: Class Attendance

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

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 undergraduate 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 undergraduate 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.

NOTE: Grades resulting from excessive absences must be appealed directly to the Vice President for Academic Affairs.

4. Graduate faculty must report absences for graduate students to the Office of Graduate and Continuing Education.

Revised May 15, 2008; November 27, 2006; October 97, 2005; August 23, 2005