

# PROCEDURES

## **Policy 2.23: Chapel Requirements for Undergraduate Students**

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

### **Excused and Unexcused Absences**

1. Chapel absences are recorded in the Office of the Registrar as either excused or unexcused.
2. Examples of unexcused absences are oversleeping, missing class to study, leaving campus between classes at chapel time; choosing not to attend and not clearing excusable absences.
3. Chapel absences will be excused for illness, emergencies, full-day absences from classes and other similar reasons.
4. Chapel absences are cleared through the Office of the Registrar and those not cleared are recorded as unexcused.

### **Optional Absences**

1. Students classified officially as seniors are allowed six optional absences each semester. These absences must be declared in the Office of the Registrar either within the week prior to the absence or within the week following the absence. Optional absences not declared within one week will be reported to the Office of Academic Affairs and recorded as an unsatisfactory grade (U).
2. Students classified officially as freshmen, sophomores, or juniors are allowed three optional absences each semester. These absences must be declared in the Office of the registrar either within the week prior to the absence or within the week following the absence. Optional absences not declared within one week will be reported to the Office of Academic Affairs and recorded as an unsatisfactory grade (U).

### **Removal of a chapel grade of unsatisfactory**

1. Each time a student misses a chapel service, an unsatisfactory grade (U) is automatically recorded.
2. Students may remove the U in chapel by attending campus events such as: recitals, concerts, lectures or other cultural events approved by the Office of Academic Affairs. The list of approved events will be available at the beginning of each semester through the Office of Academic Affairs.

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3. Students may remove an unexcused chapel absence during the semester in which the U is earned or the semester immediately following.

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