

Attendance and Punctuality

ES_SS_CO_12

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Policy Statement

Students are expected to attend classes.

Policy Procedures

Undergraduate

With the understanding that students have the choice to utilize the live classroom and/or the online integrated synchronous classroom, the following attendance procedures apply to both approaches simultaneously.

Student Absence Management

Absences, for any reason, count toward the Maximum Total Number of Absences allowed.

In 080-099, 100, and 200 level courses that are scheduled over the length of a normal semester, students will receive a two-point reduction in the final grade for each absence beyond the following (or equivalent clock hours):

- 1 absence in a class that meets 1 time a week
- 2 absences in a class that meets 2 times a week
- 3 absences in a class that meets 3 times a week
- 4 absences in a class that meets 4 times a week

In 300 and 400 level course, all absences will follow the make-up work policies listed below.

If a student exceeds the Maximum Total Number of Absences allowed in any course, the student automatically fails the course.

Maximum Total Number of Absences allowed for ANY Reason:

- 3 absences in a class that meets 1 time a week
- 7 absences in a class that meets 2 times a week
- 11 absences in a class that meets 3 times a week
- 14 absences in a class that meets 4 times a week
- 1 day (8 hours) in a one week (5 days) module

Tardy, Early Departure, and/or Partial Attendance

When a student is late to class 3 times and/or departs early three times, this will count as one absence.

Students who miss more than 25% of a single class meeting will be counted absent for the entire class.

Percentages per single class meeting are as follows:

- 15 minutes for any class up to 60 minutes
- 20 minutes of a 75 minute class

- 25 minutes of a 90 minute class
- 30 minutes of a 120 minute class
- 45 minutes of a 180 minute class

Athletic Attendance Policy

Athletes will be excused for all documented travel days during the times registered with the Associate Provost. In addition to the travel days, they will be allowed a maximum of one week of absence without automatic penalty.

This policy will also be applicable to any school sponsored event approved by the office of the Provost.

Graduate

Regular class attendance is expected of all graduate students. Students who are absent from 25% or more of the scheduled class meetings, whether these absences are excused or not, are subject to failure in that class. Students may arrange absences and make-up of academic work with each professor in accordance to the course syllabus.