

# Attendance and Punctuality

## ES\_SS\_CO\_12

Responsible Officer  
Marc Cutrell & Sandeep Gopalan  
Responsible Office  
Student Services  
Approving Body  
Board of Trustees  
Approval Date  
2019-06  
Last Revision  
2019-06  
Re-evaluation Date  
2021  
Departmental Impact  
Student Services, Academics

### 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.