## 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 onlineintegrated synchronous classroom, the following attendance procedures apply to both approachessimultaneously.

## 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 studentautomatically 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 AssociateProvost. 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 subjectto failure in that class. Students may arrange absences and make-up of academic work with eachprofessor in accordance to the course syllabus.

