

ATTENDANCE

Each faculty member sets his/her own policy on class attendance. Such policy is to be indicated to the student in writing at the beginning of the semester and should not be changed during the semester. It is the responsibility of the student to understand clearly the attendance policy of each of his/her instructors and to act accordingly.

The student is responsible for explaining the reason for any absence to the instructor. If at all possible, the student should contact the instructor prior to the absence. No administrative officer of the University issues class absence excuses for any reason. (In policy but not in the Catalog)

The Health Center does not issue verification notices for routine treatment. In cases of significant or prolonged impairment, the Center will provide appropriate written verification of treatment at a student's request. If forced by an emergency to be absent from classes, a student may notify the Office of the Vice President for Student Affairs, which will keep such information on file should instructors wish to confirm the absence. (In the catalog, but not in the policy/faculty handbook)

The faculty recognizes the value to the student of such activities as attendance at meetings of regional and national scholastic and professional organizations, participation in university-sponsored dramatic or musical events, and varsity athletics. Students participating in such activities, and who incur class absences because of them, are responsible for notifying their instructors in advance of such absences. Should an instructor have any question regarding the student's absence for such activities, she/he may call the faculty member of other persons responsible for the activity.

Students on academic probation may not incur class absences for non-credit activities without prior permission of their instructors. Since field trips connected with activities offered for academic credit are a part of the academic program, students are eligible regardless of grade average. (In the catalog, but not in the policy/faculty handbook)

In order to comply with financial aid regulations, instructors need to do the following:

1. Verify that class attendance matches official rosters at the end of the add/drop period and make record of students on the roster who have not attended; and
2. Record the date of last attendance for each student receiving a grade of FX at the end of the term.

(Internal)