

F. CLASS ATTENDANCE

1. **It is the university's policy that** students are expected to attend all classes. Failure to attend class regularly impairs academic performance **and is** disruptive to the educational process for others. This is especially true when absences cause interruptions for clarification of material previously covered, failure to assume assigned responsibilities for class presentations, or failure to adjust to changes in assigned material or due dates.
2. It is the responsibility of **all** faculty to give students a copy of their attendance policy in **their** course syllabi.
 - a. Faculty may assign a grade of zero or "F" on work missed because of unexcused absences.
 - b. Faculty have the right to lower a student's course grade by no more than one letter grade if the student misses 10% of the scheduled class meeting times for unexcused absences.
 - c. Faculty have the right to assign a course grade of "F" when a student has missed a total (excused and unexcused) of 25% of the scheduled class meeting times.
3. Students must assume full responsibility for any loss incurred because of absence, whether excused or unexcused. Faculty should permit students to make up work when the absence is excused. Excused absences are those resulting from the student's participation in **military service**, from a university sponsored activity, from recognizable emergencies, or from serious illness. Faculty may require documentation for excused absences in their attendance policy. Student Health Services will provide documentation of needed absence in very limited cases: only for those students who are sent home by Student Health (exp. Communicable disease). The Dean of Students may also provide documentation for students unable to attend class due to mental health reasons.
4. **Classes on the university campus are considered open unless university officials send notification by text, email, or web. If the university campus is closed, or if faculty cannot safely reach campus due to inclement weather, faculty should communicate with their students about how the course schedule will change.**
 - a. **Faculty may offer alternate instructional opportunities, such as asynchronous class meetings, discussion boards, videos, readings, etc. in place of a missed class period.**
 - b. **Faculty should be flexible and reasonable in assigning weather-related makeup work: poor road conditions, lack of electricity, disrupted access to the Internet, and cancelled bus routes may impede students' ability to complete assignments. Faculty should also consider that students may have scheduling conflicts following the weather event.**
 - c. **Students taking classes, doing internships, or participating in other university activities off-campus should contact their faculty advisors for instructions on whether to continue those activities when the university campus is closed.**