

## F. CLASS ATTENDANCE

1. Students are expected to attend all classes. Failure to attend class regularly impairs academic performance. Absences are 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 each instructor to give students a copy of his or her attendance policy in the course syllabus.
  - a. Instructors may assign a grade of zero or "F" on work missed because of unexcused absences.
  - b. Instructors 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. Instructors 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. Instructors should permit students to make up work when the absence is excused. Excused absences are those resulting from the student's participation in 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 can 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. for students hospitalized locally or absent at the direction of the Student Health Services personnel.