



College of Business
Administration

BUSINESS BEGINS AT MARQUETTE

Undergraduate Attendance Policy Other Attendance Issues

Updated August 2007

University Attendance Policy

Students are expected to attend and be on time for all sessions of a course for which they are registered

University Attendance Policy

Instructors *MAY* include class attendance as a measure of academic performance

Absences *MAY* result in consequences for the student - - for more on this see pages 11-14 of this document

University Attendance Policy

Instructors are mandated to provide specific directions regarding class attendance issues on their course syllabus

University Attendance Policy

Regardless of the class attendance directions provided by the instructor in the syllabus, it is the student's responsibility to:

- Contact their instructor if you miss an exam or other deadline**
- Inform the dean's office in their college if they are (expected to be) absent from class for one week or more**

University Attendance Policy

University Sanctioned Activities

Students participating in officially sanctioned activities should be given an opportunity to make up examinations or other assignments missed as result of this participation and related travel

University Attendance Policy

University Sanctioned Activities

Faculty have the right to determine if certain assessments, given their nature (including, but not limited to, collaborative projects, oral presentations, etc.), can or cannot be made up in this situation

Faculty who intend to deny the chance to make up these types of assessments must inform students of the conflict and the consequences (such as reduced grade) in the course syllabus

University Attendance Policy

University Sanctioned Activities

If that is not done, exams or other assessments missed due to sanctioned activities may be made up – the manner in which that is done is left up to the individual faculty member

University Attendance Policy

University Sanctioned Activities

Students participating in officially sanctioned activities are expected to:

- Try to schedule classes to minimize conflicts**
- Provide a schedule of activities/travel to all their instructors within the first week of the semester (as soon as possible for events scheduled after this time)**

University Attendance Policy

University Sanctioned Activities

Students participating in officially sanctioned activities are expected to:

- Obtain class information from those class days missed**
- Make arrangements with the instructor on how any make-up assignments/exams PRIOR to any absence associated with the sanctioned activity**

College Attendance Policy

The College of Business Administration has additional requirements for all students enrolled in courses offered by the college

The following applies to all students in College of Business Administration courses even though they are registered with another college/division in the university

College Attendance Policy

It is assumed that no student will be absent from class without reason

Therefore, the College of Business Administration does not differentiate between excused and unexcused absences

College Attendance Policy

If a student has absences in hours equal to two weeks of class periods (2 absences for a one-day per week course, 4 absences for a two-day per week course, 6 for a three-day per week course) she/he may be dropped **WITHOUT WARNING earning a grade of WA at the request of the instructor and/or dean of the college**

College Attendance Policy

After a grade of WA has been issued, the student MAY NOT apply for a grade of W

The student MAY appeal the WA grade following the grade appeal process

Other Attendance Issues

Absent for the final exam?

A student that is absent from ANY final exam (no matter if the course is offered in another college) must file a written excuse with the assistant dean for undergraduate programs in the College's main office within 48 hours of the absence

Other Attendance Issues

Absent for the final exam?

If the excuse is approved, students can take a make-up exam

- If the student is enrolled in a business course, and the written excuse is approved, the make-up exam will be given no later than a period scheduled by the college (typically during the following academic term)**
- Other issues regarding the make-up exams will be determined by the instructor and the dean's office of the college**

Other Attendance Issues

Absent for the final exam?

If the excuse is approved, students can take a make-up exam

- If your grade going into the final was a passing grade, you will receive an X grade until the make-up is completed.**
- If you fail to take the make-up by the prescribed time, the X grade will be changed to an F grade**

Other Attendance Issues

My instructor is holding a class session outside of the normal class time. Do I have to attend?

From time to time, instructors may offer special class times (outside speakers, review sessions, alternative exam dates, make-up of other missed sessions, etc.)

Students cannot be required to attend these unless those dates are part of the official class meeting days and times listed in the Schedule of Classes (part of Check Marq)

Other Attendance Issues

Can I miss my graduation ceremony?

All MAY graduates are required to attend the university and college commencement ceremonies