



Undergraduate Attendance Policy Other Attendance Issues

Updated July 2012

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 instructor if they expect to be absent from class for one week or more; please do so **PRIOR** to missing those class days if at all possible**

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 greater than two weeks of class periods (3 absences for a one-day per week course, 5 absences for a two-day per week course, 7 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

The student MAY appeal the WA grade.

Once notified a WA grade is recommended, the student has 5 business days to appeal the grade, in writing, to Executive Associate Dean

College Attendance Policy

During the appeal, student can remain in the course

An appeal will not necessarily change the WA grade

College Attendance Policy

Once WA appeal is started with Executive Associate Dean, it continues as any other grade appeal

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

Other Attendance Issues

Absent for the final exam?

Missing the final exam is treated the same as missing an exam during the semester. Your faculty member should have in the course syllabus how missing an exam will be handled.

Other Attendance Issues

Absent for the final exam?

If the resolution is to have the student make up the exam after the final exam week:

- If the student's grade going into the final was a passing grade, she/he will receive an X grade until the make-up is completed.**
- If the student fails to complete 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