

Subject: Attendance (Student)
Policy Number: A130
Date: April 25, 2003
Revised:

POLICY:

As stated in the Undergraduate Studies Bulletin under academic regulations, students are obligated to complete all assigned work promptly, to attend class regularly, and to participate in whatever class discussion may occur.

Absence from more than 10 percent of the scheduled class sessions, whether *excused* or *unexcused*, is excessive and the instructor may choose to exact a grade penalty for such absences.

Faculty members should notify classes specifically of the attendance policy which they intend to follow in each class.

PROCEDURE:

Attendance can be taken by noting the student absence and recording it on the grade book, class roll, or whatever record the faculty member maintains.

Faculty should include the attendance regulations in their syllabi or course outlines that are given to students. It is recommended faculty specify penalties associated with excessive absence.