



CLASS ATTENDANCE POLICY

1.0	<p>Purpose: The Class Attendance policy provides a statement of expectation for students to attend class and requires faculty to include a statement of their expectations with regard to attendance in the class syllabus.</p>
2.0	<p>Revision History: In April of 2003, the Academic Affairs committee approved the current policy on Class Attendance. At that time, the policy had not been reviewed since Nov. 1983 and the revisions made provided consolidation of the language and removal of statement requiring faculty to maintain attendance records for 3 years. In September 2010, the policy was brought to Academic Affairs for review. A subcommittee of 3 faculty members reviewed the policy, made minor revisions to include on-line classes.</p>
3.0	<p>Persons Affected: Students & Faculty</p>
4.0	<p>Policy: Students are expected to attend their scheduled classes (on-campus and/or on-line). Each instructor defines his/her attendance policy in the course syllabus that is distributed to students during the first week of classes.</p>
5.0	<p>Definitions: In reviewing/writing this policy, the term <i>class</i> refers to on-campus and/or on-line course offerings; the term <i>attendance</i> is defined by each faculty member in his or her respective course syllabi.</p>
6.0	<p>Responsibilities: Each faculty member is expected to provide students with a written description via course syllabi of his or her expectations for students to attend class and the consequences of non-compliance with the policy. Students are expected to read and follow the class attendance requirement(s) as stated in the syllabi.</p>
7.0	<p>Procedures: Each faculty member is expected to develop a class attendance policy for each class that he or she teaches and to publish it in the course syllabus. This policy should clearly state the sanctions that will be imposed when students do not comply with the attendance policy. Faculty will explain and answer questions students may have about the attendance requirement(s) during the first week of class. Subsequently, the faculty is expected to accurately, fairly and consistently comply with their own definition of <i>attendance</i> by means of an appropriate attendance record. Students are expected to seek clarification of the attendance requirement(s) as needed.</p>
8.0	<p>Sanctions:</p>