

ATTENDANCE

Students are obligated to attend class regularly. Absences, excused or not, do not absolve a student from the responsibility of completing all assigned work promptly. Students who miss assignments, announced quizzes, or other course work obligations due to excused absences will be allowed to make up the work in a manner deemed appropriate by the instructor. It will be the responsibility of the student to contact the instructor and make arrangements at the convenience of the instructor. The instructor is not obligated to allow a student to make up work missed due to an unexcused absence.

Absences will be excused for documented cases of:

1. incapacitating illness
2. official representation of the University (excuses for official representation of the University should be obtained from the official supervising the activity),
3. death of a close relative
4. religious holidays (A list of primary sacred times for world religions can be found online at www.interfaithcalendar.org).

The instructor will determine whether other absences from class should be excused or unexcused. In the event of an impasse between the student and the instructor, the Department Chair and/or the Dean of the College shall make the final decision as to whether an absence is to be considered excused. An instructor is permitted to impose a penalty, including assigning the grade of **F**, for unexcused absences in excess of 25% of the regularly scheduled class meetings. An instructor may require a more stringent class attendance policy. In such cases, the instructor will make this additional attendance requirement known to his/her dean. All instructors should state their class attendance and grading policy in the course syllabus.