



ADMINISTRATIVE POLICY #03-10-01 (2018)
CLASS ATTENDANCE POLICY

Policy Title: Class Attendance Policy

Policy Type: Administrative

Policy Number: ADM Policy #03-10-01 (2018)

Approval Date: 08/28/2018

Responsible Office: Provost and Vice President for Academic Affairs

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: College Community

POLICY STATEMENT

Class Attendance Policy

Wiley College is committed to enhancing student success by providing high-quality instruction and support to ensure an improved graduation rate. The College expects students to attend all classes. While unnecessary absences are discouraged, the College recognizes that on occasion, students may have legitimate reasons for being absent. The attendance policy helps provide the framework for what constitutes excused and unexcused absences from class instruction. It further maintains an attendance standard that encourages students to be successful in completing coursework.

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DEFINITIONS

Word/Term:

Excused Absence: An absence which is in alignment with College guidelines. This includes absences where students are participating in official college functions. Events that result in missed classes and individual faculty members determine that makeup work is appropriate. Examples may include: significant illness or injury, death in the immediate family, doctor's appointments, severe weather conditions, and representing the college in an official capacity.

Unexcused Absence: Any absence which is not aligned to College guidelines and thus is not considered excused.

CONTACT(S)

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. Although, the Dean of Students has direct involvement in the determination of whether or not an absence meets the guidelines for an excused absence.

The Office of the Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet. Questions regarding this policy should be directed to the Provost and Vice President for Academic Affairs.

STAKEHOLDER(S)

College Community, especially students and faculty

POLICY CONTENTS

Class Attendance

Class attendance is regarded as an obligation and is important to the attainment of the educational goals of the students and the College. Therefore, students are required to be on time and to attend classes regularly. Each instructor must keep accurate and permanent records of class attendance to support grades awarded. The attendance policy is included in the course syllabus and explained at the beginning of each semester by the instructor. It is a general observation that students who faithfully attend classes and pay attention, rarely fail the course (the higher the absences the lower final grade).

The Dean of students is the only officer of the College authorized to excuse in accordance with College policy, a student's absence from any class or attendance-required function of the College. Notes or documents issued by physicians, parents, college nurse, athletic program, and other materials documenting justification for missing a class must be submitted on a timely basis (maximum of two weeks following an absence) to the appropriate division dean. The

division dean will notify the professor(s) and the attendance counselor of excused absences. An absence not excused by the division dean is an unexcused absence.

Students are allowed a maximum of one unexcused absence for each semester hour credit for the course. For example, if the course offers three semester hours of credit the student will be allowed three unexcused absences. If the student is absent more than six times (excluding excused absences due to representing the College or illness), the student will receive an automatic “F” in the course, or the student will be officially dropped from the course by the instructor. An absence due to a student representing the College, when properly documented with the instructor and division dean *prior* to the absence, is an excused absence.

Absences from regularly scheduled classes in the non-traditional programs are counted on the basis of each 50-minute-equivalent period missed. For example, a course is scheduled to meet for four consecutive 50-minute periods per week (e.g., Thursdays from 6-10 p.m.). A student who misses an entire Thursday class (6-10 p.m.) is automatically charged with four (4) absences unless excused according to the procedures and standards described above. Missing another Thursday session or an aggregate of four 50-minute periods will cause the student to be officially dropped by the teacher from the course.

Absence from class, excused or unexcused, does not relieve any student of the responsibility for completing assignments and being familiar with the material covered in class. The student is responsible for arranging for make-up work with the instructor of record prior to the absence or departure from campus.

Students representing the College must maintain at least a “C” average per semester and must make arrangements with their teachers for making up missed classes, prior to the class absences. Instructors are obligated to assist students who: (a) identify themselves as college representatives from the start of the course, (b) make arrangements for excused absences prior to the period(s) missed and (c) meet the agreed upon documented conditions. Failure to meet agreed and documented conditions removes the excuse and the absence becomes counted as unexcused.

A student will be dropped from a course for non-attendance or non-payment by the census date at 5 p.m.

PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the Division of Academic Affairs, Division of Student Affairs, and the College Registrar’s web page and other related web pages, all student handbooks and College catalogs, the Faculty Handbook; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as

necessary.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 08/28/2023
- Approval by, date: Executive Cabinet, 08/28/2018
- Revision History: MM/DD/YYYY
- Supersedes:

RELATED DOCUMENTS

There are no related documents for the policy.

FORMS

There are no forms associated with this policy