Attendance Policies

Faculty shall establish their own attendance policies for courses taught by them, subject to the following limitations:

1. Faculty must announce their attendance policies and their policies for make-up work in relation to absences at the beginning of a course. Any change in policy during the course must be made clear to the students and shall not be retroactive.

2. As standard practice, a student shall be allowed without penalty at least as many absences per semester as the number of times the class meets per week. Absences due to illness and for official school activities such as varsity athletic events and official class trips filed trips count against these un-penalized absences.

3. For courses where attendance at all sessions is deemed imperative, permission to deny the privileges of un-penalized absences must be obtained by the faculty member from the Provost.

4. At the discretion of the faculty member, attendance may not be required.

5. Students are responsible for all quizzes and examinations missed while absent and must consult the faculty member to make arrangements for make-up work.

6. Faculty members are not permitted to provide make-up opportunities or alter established class schedules for suspended students. Where this creates hardship for students they are to be referred to the Dean of Students.

7. When a student persistently neglects class assignments or has excessive absences, the faculty member may request the student withdraw from the class or may notify the student that he or she has been terminated with a grade of F in that particular class. A student may not automatically be given an F in a course for missing classes unless the number of absences exceeds twice the number of times the class meets per week. The faculty member is not obligated to give an F to the student with excessive absences. Instead, the faculty member may assign a grade of W through the 9th week of the semester.