



### Class Attendance

1. Except as provided in paragraph 2, the following rules apply:
  - a. Class attendance is expected. At the discretion of the professor and with advance notice to the students, a student who is absent more than the number of times a class meets per week may be excluded from the final examination in that course unless such absences were due to participation in an approved clinical program.
  - b. Failure to attend at least 80% of the total class hours in a course will automatically exclude a student from the final examination in that course, regardless of the reason(s) for the absence. Each student is required to keep a record of his or her total absences for each class. The professor is not obligated to keep a student informed of the student's absences.
  - c. Failure to attend and prepare for class may be considered in determining the student's grade in a course.
  
2. A student who meets one or more of the criteria below should contact the Associate Dean for Academics as soon as possible to discuss attendance:
  - a. has the flu or flu-like symptoms;
  - b. has a contagious or serious illness other than the flu;
  - c. is caring for another person suffering from the flu or contagious disease; or
  - d. presents extraordinary circumstances that might require missing a large number of class hours

The Associate Dean for Academics holds discretion to determine and assign the maximum permissible number of absences in each of the student's courses, considering relevant factors. In most situations, it will not be reasonable for a student to miss more than 30% of the class hours. The Associate Dean for Academics may request the student to obtain a doctor's note or to provide other documentation.

*Amended by the faculty on February 25, 1998, March 18, 1998, January 27, 1999, and December 8, 2010.*

**ADMINISTRATIVE NOTE:** The following provision, previously included in the policy titled *Enrollment, Attendance, and Withdrawal*, remains in effect pending further consideration of this policy:

**Excessive Absences or Other Failure to Complete Course Requirements:** If a student has not formally withdrawn or been withdrawn from a course pursuant to the *Course Withdrawals* policy, has excessive absences, or fails to fulfill any other requirement in the course except taking the final examination, submitting the final paper, or participating in or submitting the final project, the student will be excluded from the final examination or precluded from submitting the final paper or project, will not receive credit for any work done in the course, and will receive an “X” grade for the course. Pursuant to the College’s policies on academic probation, a student who receives an “X” grade in any course work will be placed immediately on academic probation and will remain on probation for at least the following semester. The hours of an X-graded course may not be used in determining residency or hours for graduation, nor will they impact a student’s G.P.A. A student who receives a grade of “X” in, or is withdrawn from, a required course must repeat the course the next time it is regularly scheduled. If a student receives an “X” grade, he or she will not be entitled to any tuition refund relating to that course.