



**Public Health Crisis and Natural Disaster Relief
Class Attendance Policy**

1. Application and purpose.
 - a. This policy applies to semesters when community-wide public health crises or natural disasters are likely to cause some members of the Stetson community to experience unusual difficulty attending classes as normally scheduled, such as the COVID-19 pandemic.
 - b. This policy explains regular class attendance requirements during semesters that fall within the description in Paragraph 1(a) and alternative attendance options that can be used when those options are needed to best promote student learning and comply with ABA standards.
 - c. This policy is in effect for Fall 2020 and for future semesters when the Academic Standards Committee, in consultation with the Associate Dean of Academic Affairs, determines a semester falls within Paragraph 1(a) and this policy is in effect. The Associate Dean of Academic Affairs will notify the faculty and the students when this policy is in effect.
 - d. When this policy is in effect and the provisions of this policy conflict with provisions of other policies, the provisions of this policy prevail.

2. Attendance Requirements. Students must meet the attendance requirements of any course in order to complete it. Attendance requirements may be satisfied by either typical or alternative attendance as described in Paragraph 4 below.
 - a. Class attendance is expected. At the discretion of the professor and with advance notice to students, those who are 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 students from the final examination in that course, regardless of the reason(s) for the absence. Students are required to keep a record of their total absences for each class. The professor is not obligated to keep students informed of absences.
 - c. Failure to attend and prepare for class may be considered in determining student grade.

3. Failure to meet the Attendance Requirements set out in Paragraph 2 may be excused in some instances. A student who meets one or more of the criteria below should contact the Associate Dean for Academic Affairs as soon as possible to discuss attendance:
 - a. has COVID-19 or COVID-19-like symptoms;
 - b. has the flu or flu-like symptoms;
 - c. has any other contagious or serious illness other than COVID-19 or the flu;
 - d. is awaiting the results of a test for COVID-19, the flu, or any other contagious or serious illness;
 - e. is quarantined as a result of exposure to COVID-19 or any other contagious or serious illness;
 - f. is caring for another person suffering from COVID-19, the flu, or any other contagious disease; or
 - g. presents extraordinary circumstances that might require missing a large number of class hours.

The Associate Dean for Academic Affairs 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.

4. Attendance. Students are expected to attend class sessions in the manner announced for the session and within the parameters described in the course syllabus.
 - a. Attendance. Typically, attendance includes:
 - i. Physical presence at an appropriately scheduled class session where physical attendance is required by the syllabus;
 - ii. Virtual personal presence during an appropriately scheduled online synchronous class session in accordance with the syllabus and the requirements of the Electronic Education Policy;
 - iii. Virtual presence for an asynchronously presented online course class session, which means completion of all assignments associated with the asynchronously presented online class session in accordance with the dates and deadlines set by the syllabus and in accordance with the requirements of the Electronic Education Policy and the Attendance Requirements for Electronic Education Courses Policy.
 - b. Alternative attendance. When, for the reasons set forth in 3(a)-(g), a student is expected to exceed the maximum allowable absences for a particular class, then the student will be permitted to satisfy the attendance requirements for class sessions in the following ways:
 - i. For class sessions where physical attendance is required, participation in equivalent learning activities to make up the class session. Course syllabuses will identify the equivalent activities. At a minimum,

equivalent activities will include review of any content delivered in class, completion of an assignment or assignments designed to foster engagement with that class content, and feedback on the assignment or assignments.

- ii. For online synchronous class sessions, participation in equivalent activities to make up the online synchronous class session. Course syllabuses will identify the equivalent activities. At a minimum, equivalent activities will include review of any content delivered in class, completion of an assignment or assignments designed to foster engagement with that class content, and feedback on the assignment or assignments.
- iii. For asynchronous online class sessions, completion of all assignments associated with the asynchronously presented class session in accordance with adjusted dates and deadlines set by the professor, or completion of a new assignment or assignments in accordance with dates and deadlines set by the professor. At a minimum, any new assignment will be designed to foster a student's engagement with that class session's content and provide feedback on the assignments.

5. Excessive Absences or Other Failure to Complete Course Requirements.

- a. 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.
- b. Under 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.
- c. 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.
- d. 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.
- e. If a student receives an "X" grade, he or she will not be entitled to any tuition refund relating to that course.

Approved by faculty July 13, 2020.