

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	CLASS ATTENDANCE
EFFECTIVE DATE:	1/08/07
Reviewed:	1/30/09
LAST REVISED	05/2022

It is the policy of the University that attendance will be taken in all classes. Students are expected to attend each class for the courses in which they are enrolled. Students must come to class on time. Students entering the classroom beyond five minutes of the class' start-time will be marked late. After attending two classes late, the student will receive an absence. Also, if a student leaves class early, a similar policy will be followed i.e., two early departures will equal one class absence.

The maximum amount of time students may be out of class for reasons other than University sanctioned events is three (3) times for a class that is offered for three credit hours; four times for a class that is offered for four credit hours. When freshmen and sophomores accumulate these absences, the instructor will send the appropriate form to the University College indicating that the student may be in jeopardy of either failing the course or having his/her final grade in the course reduced. A copy of the form will be sent to the student's advisor and to the chair of the department for further action.