

## **Class Attendance Policy: (Effective Summer, 2008)**

**I. General Attendance Policy:** All undergraduates are expected to attend and participate in all meetings of the courses in which they are enrolled; any absence is incurred at the students' own risk.

Each instructor will establish the attendance requirements, make-up procedures, and guidelines for absences in each course and the effect that irregular attendance, lack of participation, and inadequate preparation will have upon a student's grade. Attendance requirements and their relationships to grades shall reflect the norms of the department and college and should not conflict with university policy herein. The instructor will distribute written attendance policies to students at the beginning of each term. An instructor may establish special and more demanding attendance requirements for students who are performing less than satisfactorily. Each student is responsible for complying with the announced procedures for making up missed work.

A student with more unexcused absences than the semester hours given for a course can expect the instructor to lower his/her final grade, especially in a 100-(first year) or 200-(sophomore) level course. Missing approximately 10% of class meeting times (e.g., 4-5 MWF classes, 3 TR classes, or 1 laboratory or night class) or more, constitutes a significant amount of class materials and experience and is very difficult, if not impossible, to make up. Class attendance may be required of undergraduate students as a condition of admission or readmission to the university or of eligibility to continue enrollment.

**II. University Excused Absences:** In addition to a documented and bona fide medical emergency or the death of an immediate family member, excused absences are granted for university events that include performances and events sanctioned by the Chancellor to promote the image of the university, regularly scheduled university team competitions (athletic and otherwise) including postseason play (practices and training sessions are excluded) and, in addition, student engagement sponsored by the institution and approved by the Provost (e.g., research presentations and performances at national conferences or events).

Individual class requirements such as field trips, field research or service learning activities are not considered institutional events. Faculty who schedule outside activities may request other faculty to excuse students from their classes so they may attend the outside event. However, individual faculty will determine whether the absence is excused or not. Should students be unable to attend the outside class event because of required attendance in other classes, they will not be penalized by the professor offering the outside activity.

An instructor is expected to honor a valid university excuse for an absence and to provide reasonable make-up work if the student notifies him or her of the approved absence at least one class period prior to the date of absence. A student who misses class work because of a university excused absence is responsible for contacting the instructor within one class meeting after returning to make satisfactory arrangements that the instructor deems appropriate for a make-up. Excused absences should not lower a course grade if the student is maintaining satisfactory progress in the class and has followed the instructor's make-up procedures. Class experiences that are impossible to make up should be discussed during the first week of classes when there is sufficient time for a student to drop the course.

A student who anticipates missing a high number of classes (i.e. 10% or more of class time) for excused absences is required to discuss this issue with the instructor during the first week of classes to determine the possible solutions or consequences. Courses in professional programs with accreditation or licensure requirements should not be taken in a semester where a student anticipates a high number of absences.

The trip or activity sponsor must obtain written permission to travel as soon as possible and give each student a copy of the approved request. Each student must give the request to the instructor as soon as possible but ideally at least one week prior to the day of the absence. The request should contain the

name of the sponsor and group, the purpose, date(s), location of the event, the time, and the names of the participating students.

The University Sponsored Absence Form is found on the Office of Provost's webpage <http://www.wcu.edu/provost/resources/forms.html>.

**III. Drop for Non-Attendance:** An instructor will have the discretion to cancel a student's registration for a course if the previously registered student fails to attend the first class meeting and fails to notify the instructor prior to the end of the first day of class. Students may re-register for the course on a seats-available basis up through the end of drop/add (5th day of semester).

Although instructors may drop students for non-attendance, students should not assume that this will occur. Students are responsible for dropping a course, if that is their intent, to avoid a grade of W or F.

Student appeals resulting from emergencies or other extenuating circumstances will be considered on a case-by-case basis by the department head or by the dean. Re-registration will not be permitted for any reason after census day (10th day of semester).