

Class Attendance

1. Policy:

Punctual and regular attendance at classes is expected except when a student is prevented from doing so by illness, death in the family, or a similar emergency. Individual course regulations about class attendance are left to the discretion of the instructor. Attendance regulations should be conveyed to students at the beginning of the semester and must be delineated in the syllabus.

a. Class Absence Due to Personal Illness or Family Emergency

For class absence due to personal illnesses, it is the student's responsibility to notify the instructor. For deaths in the family and similar emergencies, students should notify Student Affairs, which will notify the Registrar's Office, which will notify the individual instructors.

b. Student Absences Due to Participation in Field Trips and Intercollegiate Athletics

Student absences due to participation in field trips and intercollegiate athletics are verified by notes in the Intercom. Faculty sponsoring field trips should submit the dates and times of field trips, together with the names of the participating students, to the Intercom. Coaches should submit the dates and times associated with intercollegiate athletic events, together with the participating students to the Office of the Athletic Director, which will place the notification in the Intercom.

c. Make-up Work

It is the prerogative of the individual instructor to decide whether students who miss a class examination are granted make-up privileges. Any arrangements are to be made between the student and the instructor.