

## **Adult and Graduate Studies Program Attendance Policy**

- **A pattern of absences is unacceptable.** By agreement with the facilitator, one session during an individual course may be missed if work is made up.
- There is no provision for a student to miss more than **25%** of the sessions in any one course. In most cases, missing more than one session exceeds the 25% limit. Any student who misses more than 25% of the sessions for any course shall receive a grade of “F” for that course and may be required to repeat the course at his/her expense.
- *Face-to-face* sessions are held once a week for 4 hours and attendance is mandatory. At these sessions, the entire class meets with the facilitator who maintains attendance records and submits the records to the Academic Records office.
- Attendance in *distance learning courses* is based on the completion of at least one designated assignment by the due date/time posted within the course site for each session. Distance learning activities may include lectures, assignments, readings, forums, and assessments (e.g. quizzes, tests).
- *5 + 1 courses* are a combination of online and classroom activities. Students are expected to attend all learning center class meetings as well as to adhere to posted online deadlines for assignments. Classroom attendance will be taken in class by the instructor. Online attendance is based on completion of at least one designated assignment by the due date/time posted within the course site for each session.
- A tardy is defined as missing more than 30 minutes of class without a valid excuse. Each tardy counts as half of an absence. Two tardies will count as one absence.
- Any absence or tardy must be reflected in the class participation portion of the student’s final grade.
- If students must miss more than 25% of a given course, they must contact their Student Services Coordinator immediately to file *Leave of Absence* or *Temporary Withdrawal* paperwork, as applicable.

**If students fail to submit appropriate paperwork, they will continue to be charged for courses and receive failing grades until they are administratively withdrawn.**