

## TECHNOLOGY DEPARTMENT ATTENDANCE POLICY

The attendance policy of the Technology program is based on two principles:

1. Students are expected to attend all classes.
2. The student is responsible in all matters pertaining to class attendance. The student is responsible for missed assignments, class notes, handouts, etc.

### **Attendance: (All Courses)**

Every student will be held responsible for class attendance and successful completion of academic work. Attendance regulations are based on the assumption that academic success is the student's primary goal.

### **Lower-Level Undergraduate Courses (100 and 200 level):**

Students enrolled in lower-level undergraduate courses will be required to attend a certain number of regularly scheduled class meetings. **The instructor is required to issue a failing grade ("F") for excessive absences in all lower-level undergraduate courses.**

During a regular semester, excessive absences are more than six (6) class periods of a two-day a week class and more than three (3) class periods of a one-day a week class.

During a short (4 or 6 weeks) semester, excessive absences are more than four (4) class periods per semester. A student arriving after the roll has been called is considered absent.

The instructor is required to mark all students absent who are not present at the time roll is taken. **All absences count regardless of reason.** The reason for the absence or tardy is a condition for appealing a failing grade (See Appeals Process). If the student meets the conditions for receiving a failing grade based on excessive absences then the legitimacy for the individual absence will be determined by the Technology & Engineering faculty as a whole not the individual instructor.

It is the student's responsibility to keep up with his/her absences. Again, students are responsible for any work missed due to an absence.

### **Missed Examinations: (All Courses)**

Students who miss examinations may take make-ups provided the following conditions are met:

Students are required to contact the instructor **prior to an exam** if the student anticipates being absent for a valid, documented reason. The instructor has sole responsibility for determining the validity of the anticipated absence. If the absence is valid and arrangements are made prior to the start of the exam, the exam may be made up at a time determined by the instructor.

If the instructor is unavailable and the absence could not be anticipated before the day of the exam, the student is required to leave voice and/or e-mail for the instructor **and** also in the departmental office before class start time. Contact information for the instructor is included in the syllabus. The departmental office number is 782-5294. Students failing to follow the above procedures will not be allowed to take a make-up exam and will be assigned a grade of "0" for the missed exam.

### **Appeals Process: (All courses)**

A student may petition, in writing, for a make-up exam only on the basis of not notifying the instructor prior to missing the exam. This appeals process does not pertain to the question of whether an absence was legitimate or not. **Legitimacy of an absence is determined solely by the instructor.**

If an extraordinary circumstance prevents a student from providing notification as noted above prior to the exam, the student may appeal the grade assignment and request permission to take a make-up exam. The student must state his/her **request in writing**, detailing the extraordinary circumstances that prevented him or her from contacting the instructor prior to the exam. All Technology & Engineering Department faculty members will review the written request and determine if the student was justified for not contacting the instructor before the exam. The opportunity to make up the exam will be based upon the collective decision of the faculty.

Students wishing to appeal a failing grade ("F") assigned due to excessive absences should follow the same procedures. The student must state his/her **request in writing**, detailing the extraordinary circumstances that prevented the student from attending class. All Technology & Engineering Department faculty members will review the written request and determine if the excessive absences were justified. The faculty members will collectively determine the appropriate manner for resolving each "excessive absence" case individually.

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