

Course Syllabus Attendance Policy

Attendance Policy: Because regular attendance is important for your academic success, you are expected to attend every class on time, to stay for the entire class period, and to participate in all class activities. Missing 25 or more minutes of a class period or leaving class and not returning (regardless of how much time is missed) will be recorded as an absence; missing less than 25 minutes will be recorded as a tardy. Three tardies count as an absence.

If you have more than __ absences¹ in this class (lab and lecture combined)², your final grade may be dropped by one full letter grade. If you have __ or more absences³, you may be required to withdraw from the class. Absences for approved leave (as defined in the Student Handbook) are excluded from these penalties unless you accumulate more combined absences (for any reason) than the number of days the class meets in three weeks.

¹Insert number of times class meets each week (lab and lecture combined, if appropriate)

²Delete text in parentheses if class does not have both lab and lecture components.

³Insert correct number based on number of days class meets weekly:

1 day—3 2 days—5 3 days—7 4 days—9 5 days—11

Absence Procedures: You are responsible to know the material covered on days you are absent, regardless of the reason for the absence. If you must miss class, submit a Class Absence Notification Form as soon as reasonably possible. Students who are too sick to attend class should check in before the class starts.

Skipping class, arriving late, or leaving early will result in a zero for any missed quiz, presentation, or performance and a 10 percent grade deduction for any late assignment or missed test. For other absences, you may be required to submit makeup work before the penalty will be waived.

[Add course-specific information about missed assignments, quizzes, presentations, or performances (see sample paragraphs in Appendix D on Faculty Portal under References/Class).]

Missed tests must be made up in the Testing Center within the next two available Testing Center dates. You will receive an e-mail notifying you of the dates each specific test will be available in the Testing Center.