Class Attendance

Students are expected to be present and on time at all regular class meetings and examinations for the classes for which they are registered. Each instructor is required to withdraw a student from the class roll when that student has been absent from class for the number of class meetings that equals a two-week period. Students representing the university on official business that will require absences beyond the two-week period must make advance arrangements with the course instructor to be absent from classes at the specific request of their university sponsor. For classes that meet two times a week, this means that after four absences the student is withdrawn from class with grade a of NW or NF. For classes that meet three times a week, this means that after six absences a student is withdrawn with the grade of NW or NF. The calculation of absences will begin at the date that the student officially registers for the class.

Withdrawal grades for nonattendance are NW and NF. A student who is withdrawn from a course after the last day to withdraw from courses will receive a grade of NF, which is the equivalent of an F in determining hours and GPA. The student has the right to appeal the decision of the faculty member to withdraw him/her from the class roll as well as the assignment of the NF or NW grades through the Grade Appeal Policy. Absences will not be designated as “excused” or “unexcused.” Administrators from Student Health Services and the Division of Student Affairs will not write excuses for students’ absences. Extenuating circumstances will be handled on an individual basis by the Division of Student Affairs, the Student Health Services, and academic deans.