

	ACADEMIC AFFAIRS POLICY	Page 1 of 2
	Issued: (original policy date) Prior to 1996	Revised: (date) 4/21/2016

Policy Title: ***Attendance***

Policy Status: ☐ New

☒ Revision

☐ Supersedes existing policy titled: [Click here to enter text.](#)

☐ Deletion

Policy Purpose/Reason: To revise the existing policy to clarify that students are required to attend/participate in online courses just as they are required to attend traditional classroom courses.

Effective Date of Policy: July 1, 2016

Background: The existing attendance policy does not address online courses, which means that instructors of online courses have no cause to drop students for non-participation.

Based on the recommendation of the Faculty Senate Academic Policies Committee, the first sentence of the second paragraph of the full policy statement was changed from “Instructors may drop any student who fails to attend the first two class meetings so that other students may enroll” to “Instructors may drop any student who fails to attend the first two class meetings or fails to participate in an online class.”

Records are not available for previous revisions to the wording of this policy, although the content and scope of the policy appear very similar as in the 1996 Policy Master.

Definitions: [Click here to enter text.](#)

Full Policy Statement: Students are expected to attend all sessions of each course in which they are enrolled. Failure to do so may result in a lowered grade, exclusion from class at the discretion of the instructor, or an administrative drop for not-attended courses. Students should not assume that non-attendance will result in an automatic drop from a class (see the *Student Liability for Tuition and Fees* policy).

Instructors may drop any student who fails to attend the first two class meetings or fails to participate in an online class. Instructors may also initiate a drop or withdrawal for a student who fails to attend classes regularly. (“Drops” are up to %15 of class elapsed; “withdrawals” are up to the mid-point of the class.) Not all instructors will exercise this option; therefore, a student should not assume that non-attendance will result in an automatic drop from a class.

Administrative drops may be processed as a result of non-attendance in the first two weeks. Faculty will report attendance on affected students via the Satisfactory Academic Attendance System. Students will be notified by

their CMU email account if they may be dropped from the course. Tuition, fees, and financial aid will be adjusted according to the credits remaining in the schedule.

Students who receive financial aid and cease attending classes may need to repay all or a portion of their financial aid.

Instructor approval is required in advance if a student wishes to bring an occasional guest (or child) to class, otherwise the person must be enrolled to attend.

Absences

It is the responsibility of the student to arrange in advance with instructors for making up missed classwork, assignments or tests incurred because of a student's participation in required field trips, intercollegiate sports, or other trips. The coach, instructor, or other official whose activities require students to be absent from class should give each participating student an "official" roster and schedule of events for the semester or other appropriate time span which may result in classes being missed. The student is responsible for contacting the instructor of each of his/her classes affected at least 24 hours in advance of each class that will be missed.

Absences due to serious illness or strictly unavoidable circumstances may be excused if the instructor in charge of the course is satisfied as to the cause. In the cases of an emergency, the student may contact the Office of the Vice President for Student Services, and that office will contact the student's instructors to inform them of the emergency.

Being excused for an absence in no way relieves the student of responsibility for completing all work associated with the course to the satisfaction of the instructor. Being late to a class or leaving a class early is disruptive and is not acceptable except in extreme circumstances or with prior approval of the instructor.

Exclusions or Special Circumstances: [Click here to enter text.](#)

Related Documents:

Policies: *Student Liability for Tuition and Fees*

Forms: [Click here to enter text.](#)

Other: *Policy Master: A Compilation of Mesa State College Policies. August 1996.*

Approved by (signatures as applicable):

Faculty Senate Committee: Academic Policies Committee Action, 3/2/2016

Faculty Senate: Faculty Senate Action, 4/21/2016

Vice President for Academic Affairs: Approved by Carol Futhey, 5/4/2016

President _____/date_____

Board of Trustees (if applicable)_____/date_____

Expiration Date (if applicable): [Click here to enter text.](#)