

Changes to the Catalog Policy (changes are italicized and bolded)—passed at the May 2008 faculty meeting.

Class Attendance

Plymouth State University students are held accountable for meeting all course requirements, which may include both in-class and out-of class experiences, as well as both individual and group-based activities. Students must therefore realize that they are expected to attend all regularly scheduled meetings of courses in which they are enrolled. During the first regularly scheduled class meeting, all instructors must explain class attendance policies and explicitly document, in writing on a course syllabus, whether or not unexcused absences will be used in computing grades. Students are urged to recognize the importance of participation in class activities and to be aware that their course grade may be affected by **unexcused** absences. It is the option of the instructor to determine the attendance policy for classes and to decide whether to allow students to make up missed work **for unexcused absences**. Unless the course instructor states otherwise, students should assume that there will be academic consequences for every absence deemed unexcused by the instructor.

Excused vs. Unexcused Absences

Student absences are defined as excused or unexcused. Unexcused absences are those that occur without adequate reason. Unexcused absences may be used in the computation of grades.

Excused absences are defined as absences stemming from (a) participation in University sponsored activities and (b) compelling and extenuating circumstances beyond a student's control. Documented excused absences may not be used in the computation of grades. Instructors must allow students to make up missed examinations, quizzes, writing assignments, and other course work for documented excused absences. Examples of excused absences include, but are not limited to, the following:

- 1. Documented Student's Participation in University-sponsored events*
- 2. Student's Documented Illness*
- 3. Student's Documented Injury*
- 4. Documented Death in a Student's Immediate Family*
- 5. Documented Illness or Injury in a Student's Immediate Family*
- 6. Documented Student's Required Military Duty*
- 7. Documented Student's Required Jury Duty*

Instructors are not obligated to excuse an absence if a student fails to provide requested documentation. Instructors also reserve the right to determine when the number of excused absences exceeds a reasonable limit to the extent that it significantly interferes with a student's satisfactory mastery of course content/skills. Excused absences do not exempt a student from course requirements, and therefore in circumstances that entail excessive excused absences the instructor may reasonably recommend that a student consider withdrawal from a course.

Procedures for Reporting Absences

It is the **responsibility of the student**, where possible, to notify instructors regarding absences for whatever reason or period of time. This should take place before leaving campus, during an illness or upon return to campus. If there are extenuating circumstances that make such communication difficult, students should contact the Undergraduate Studies Office. *The Undergraduate Studies Office will send absence notices to a student's instructors, but such notices are for information purposes only and do not serve as documentation for absences.*

Additional Attendance Considerations

Students are reminded that they have the responsibility to choose their extracurricular activities at times not in conflict with their academic classes.

Students who do not appear for the first class of the semester and do not notify the instructor before the class meeting that they will be absent, **may** be dropped from the course by the instructor and that their place may be given to another student. Students should not, however, assume they have been dropped if they miss the first class.

Student teachers are subject to the same attendance rules as the regularly employed cooperating teachers, within the bounds of the University catalog. Absences because of sickness of the individual or a family member can be excused by the principal or superintendent of schools. Absences for other causes have to be agreed upon jointly by the principal or superintendent and the University's Coordinator of Teacher Certification and Clinical Experiences.