

CLASS ATTENDANCE

Class attendance is related to academic success, and class participation contributes to the synergism of the educational process. Students are expected to attend all classes, including laboratories, practica, and events associated with the course or program.

Faculty take roll, may record a zero for any work missed due to an unexcused absence, and may drop a student for missing an equivalent of two weeks of classes. One absence in a laboratory will be the equivalent of two 50-minute absences or one 75-minute absence. "Two weeks" are computed as follows:

Fall and Spring Semesters

- a) Six unexcused absences in a 50 minute class period (M-W-F)
- b) Four unexcused absences in a 75 minute class period (M-W, T-R)
- c) Two unexcused absences in a 165 minute class period (Evening)

Summer Sessions

- d) Four unexcused absences in a day class meeting
- e) Two unexcused absences in an evening class meeting

Trimester Courses

- f) Contact the Registrar's Office for details

Tardies

- g) Three tardies constitute one absence.

Absences incurred during late registration are considered excused.

Absences for reasons other than University-sanctioned events (which must be approved by Deans or the Academic Vice President) will be determined to be "excused" or "not excused" by the professor.

An excessive number of absences, even if they are excused, can severely compromise the quality of the students' learning experience. Therefore, if the professor judges that the student has missed excessive material due to absences (excused, unexcused or a combination of the two), that professor may initiate action for withdrawal from the class. Whenever possible, the professor shall notify a student one class prior to initiating action for a student's withdrawal. The student will be charged a \$10 fee for the add/drop slip (after the 100% refund period) regardless of whether the student or the professor submits the add/drop slip.

A grade of "W" (withdrawal) or "WF" (withdrawal failure) is assigned for a withdrawal if the withdrawal occurs after the 100% refund period. Remember, a "WF" is calculated in a student's grade point average as an "F". Refer to the Academic Calendar for the last day to drop with an automatic "W" and the last day to drop classes.

It is the responsibility of the student to contact the professor before an absence, if possible, or in the case of an emergency, as soon after the absence as possible. It is also the responsibility of

the student to make up any work missed to the satisfaction of the professor on the basis of guidelines stated in that professor's course syllabus.

Appeals from decisions made concerning this attendance policy may be brought to the attention of the appropriate Undergraduate Departmental Chairperson or Graduate Program Director. If the results of an appeal are not satisfactory at the chairperson level, an appeal may be brought to the attention of the Dean in whose school the course is taught.

Please notify the Registrar's Office immediately of any students on the final class roster that are not attending class as we require accurate attendance records for census purposes. Our office will make every effort to contact these students to explain attendance policies and withdrawal procedures. The Registrar's Office can be reached at (210) 431-6789 or via e-mail at registrar@stmarytx.edu.