

Attendance Policy

Summary

Attendance policy is ordinarily established by individual faculty; however, the institution provides an attendance policy if instructors do not.

Purpose

This policy outlines the general attendance policy and the consequences of not adhering to the policy.

Policy

Attendance policy. Attendance policy is ordinarily established by individual faculty. If an instructor does not provide a written attendance policy statement during the first week of classes, a student is permitted to accumulate a total of nine hours of absences in a three credit-hour course, or the equivalent in courses carrying other credit hours. Regular attendance at class or laboratory is a student obligation. Students are expected to account to individual instructors for absences and, at the discretion of the instructors, to make up all work missed because of absence. Students absent from a previously announced quiz or test may be given a zero on the quiz or test. To be permitted to take a final examination at a time other than the date and time published on the Web at <http://academics.columbusstate.edu/exams/>, students must have permission of the instructor and the dean of the college offering the course.

Student members of an official Columbus State University organization or students whose attendance is required by the faculty or staff person in charge of the group are officially excused from classes when traveling to university-sanctioned events (e.g., athletic event, band competition, etc.) and are to be given the opportunity to complete exams or other assignments missed as a result of this absence provided that no more than 15% of the class hours (INCLUDING other absences) per course per semester are missed. Any absences that exceed the 15% allotted must be approved, in advance, by the faculty member in charge of the class. Exceptions to this policy (i.e., where make-up assignments will NOT be allowed) include programs whose accreditation won't allow 15% as well as interactive classes or laboratory classes where points for attendance and participation are lost due to absences of any kind. Affected students must submit an Event Participation Form, provided by the faculty sponsor, to their instructors at the beginning of the semester, in order to obtain consideration for the make-up work. (The Event Participation Form can be found on the Web at

<http://academics.columbusstate.edu/eventform.pdf> (PDF.)

Excessive absence policy. Anytime during the semester when a student exceeds the total number of hours of absences allowed, an instructor may drop the student for excessive absences with a grade of WF. Students may regain admittance to a course only by permission of the instructor. A student auditing a course who fails to meet class participation and assignment requirements or who exceeds the total number of allowed absences may be dropped from the course by the instructor and assigned a grade of W.

Absence for military duty. Military reservists who are called to active duty or active duty military personnel who receive change-of-station orders or deployment orders during an academic semester may officially withdraw from the university with a full refund of matriculation fees upon providing a copy of the official orders. Those who have completed sufficient work may be awarded a grade and credit or an I (Incomplete) grade. Military withdrawals are not granted for TDY assignments.

Related USG Policy

3.8.1 General

Last Update

5/9/17

Responsible Authority

Registrar's Office