

Department Attendance Policy (*classes that meet twice a week*)

- Attendance is mandatory.
- Attendance will be taken at the beginning and the end of each class.
- Arriving after attendance is recorded twice (2) will equal one (1) absence.
- Arriving 30 minutes late or leaving 30 minutes early will equal one (1) absence.
- Three (3) absences are allowed during the semester with no penalty.
- There is no differentiation between an “excused” or “unexcused” absence (This does not include absences specified as “excused” by the University, which include military orders, court-imposed legal obligations, religious observances, extended illness, participation in university, college or unit sponsored activities, and obligations to represent the university).
- A Navigate alert will be issued when three (3) absences are recorded.
- Each absence after three (3) will result in a one (1) full letter grade reduction and an additional Navigate alert.
- Upon missing six (6) classes the instructor will suggest withdrawing from the course.
- Missing seven (7) classes will result in the final letter grade of F.
- Material missed while absent is the responsibility of the student.

Department Attendance Policy (*classes that meet once a week*)

- Attendance is mandatory.
- Attendance will be taken at the beginning and the end of each class.
- Arriving after attendance is recorded twice (2) will equal one (1) absence.
- Arriving 30 minutes late or leaving 30 minutes early will equal one (1) absence.
- One (1) absence is allowed during the semester with no penalty.
- There is no differentiation between an “excused” or “unexcused” absence (This does not include absences specified as “excused” by the University, which include military orders, court-imposed legal obligations, religious observances, extended illness, participation in university, college or unit sponsored activities, and obligations to represent the university).
- A Navigate alert will be issued when one (1) absence is recorded.
- Each absence after one (1) will result in a one full (1) letter grade reduction and an additional Navigate alert.
- Upon missing four (4) classes the instructor will suggest withdrawing from the course.
- Missing five (5) classes will result in the final letter grade of F.
- Material missed while absent is the responsibility of the student.

Department Attendance Policy (*asynchronous online*)

- Attendance is mandatory.
- Attendance will be taken twice (2) a week (The exact days that the instructor logs attendance will be specified at the beginning of the semester, so the students are able to login according to the attendance tracking schedule).
- Students must login and review material twice (2) a week, each login represents one (1) class.

- Three (3) absences are allowed during the semester with no penalty.
- There is no differentiation between an “excused” or “unexcused” absence (This does not include absences specified as “excused” by the University, which include military orders, court-imposed legal obligations, religious observances, extended illness, participation in university, college or unit sponsored activities, and obligations to represent the university).
- A Navigate alert will be issued when three (3) absences are recorded.
- Each absence after three (3) will result in a one (1) full letter grade reduction and an additional Navigate alert.
- Upon missing six (6) classes the instructor will suggest withdrawing from the course.
- Missing seven (7) classes will result in the final letter grade of F.
- Material missed while absent is the responsibility of the student.