

**ATTENDANCE**

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Regular and prompt attendance is expected of all students enrolled at UA Cossatot and is **necessary** to acquire the knowledge and skills to become a UA Cossatot graduate.

Students are expected to attend on-campus classes as scheduled. Distance Education students are expected to submit gradable work every week. Instructors maintain a record of student attendance and may drop a student from their course for poor attendance or other valid reasons. Students who wish to withdraw from a course must sign a “Drop” form with instructor signature. Failure to withdraw can result in an “F” being posted on the student’s transcript.

Students are responsible for contacting instructors regarding work missed. No make-up assignments will be permitted without the approval of the instructor.

Absences resulting from a court subpoena must be supported by documentation and submitted to the instructor upon returning to school. Documentation of other unusual circumstances may be presented to the student’s instructors if necessary.

Absences may be recorded and are subject to review by agencies granting financial assistance.

**SPECIAL NOTE FOR VETERANS:**

Veterans who request an emergency leave of absence will have their benefits terminated as of the last day of attendance.

HLC Criterion: 4C

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**Policy History:**

January 12, 2015      May 23, 2015  
December 3, 2012    July 30, 2001

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**ATTENDANCE, NO-SHOWS, AND COURSE CONTRIBUTIONS**

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Students are required to establish initial attendance in physical classes by the second week of class and in virtual classes by making a substantial contribution by the tenth (10<sup>th</sup>) business day of the semester. [fourth (4<sup>th</sup>) day of class for eight (8) week semesters, second (2<sup>nd</sup>) day of class for four (4) week semesters]. The instructor will determine a substantial contribution as a homework assignment, a quiz or test, or an appropriately involved discussion board posting.

Students failing to establish initial attendance by the tenth (10<sup>th</sup>) business day of the semester will be reported as “no-shows” by their instructor. [Fourth (4<sup>th</sup>) day of class for eight (8) week semesters, second (2<sup>nd</sup>) day of class for four (4) week semesters].

The instructor will record student attendance in physical classes. Academic Services will maintain attendance records.

Student attendance in virtual classes will be established by weekly substantial contributions as defined above. Academic Services will also maintain attendance records for virtual classes.

Classes meeting twice weekly in regular (Fall/Spring) terms

*Students may miss a maximum of four class meetings*

Classes meeting once weekly in regular (Fall/Spring) terms

*Students may miss a maximum of two class meetings*

Classes meeting in 8 week Summer or Flex terms

*Students may miss a maximum of two class meetings for classes meeting twice per week*

*Students may miss a maximum of four class meetings for classes meeting 4-5 times per week*

Classes meeting daily in regular (Fall/Spring) terms

*Special attendance policies will be developed by the Division Chair overseeing the program*

**ONLINE CLASSES**

*Students must make a substantial contribution weekly to establish attendance. Students may fail to meet this requirement a maximum of two times per semester.*

**PROCEDURE**

1. All syllabi will include the attendance policy
2. All faculty will issue written alerts prior to dropping a student for attendance. Alerts may be automated using the new Early Alert module. Alerts must be copied to the student's advisor and Division Chair.
3. Faculty should review attendance records daily and issue alerts immediately.
4. All faculty have the discretion to make exceptions for extenuating circumstances but will be required to document justifications for such exceptions with their Division Chair.
5. Certain programs may promulgate more stringent attendance requirements.
6. Students exceeding the maximum number of absences will be dropped from class following a written alert.
7. All faculty will be expected to abide by the provisions of the policy.

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**Procedure History:**

June 15, 2016

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