

# RCHHS Attendance Policy

To earn course credit in the College of Health and Human Sciences, **a student must attend at least 75 percent of all scheduled class meetings**. Any student who does not meet this minimal standard will automatically receive a grade of "F" in the course. Faculty members may establish more stringent requirements regarding attendance, punctuality, and participation. Any attendance requirements and penalties for excessive absences will be set forth in the syllabus for each course.

If a student's required participation in a University-sponsored activity causes the student to miss class, this is ordinarily considered an absence and shall count against the student when determining whether a student has attended the required 75 percent of class meetings. However, if in this event the student seeks to make arrangements prior to the absence to complete scheduled assignments, the faculty member will work with the student to allow for the completion of missed classwork and assignments.

In the event of serious illness, accident, or death in the family, students should contact their professors as soon as they are able. When such a crisis prohibits the student from being able to make immediate contact, the office of the Chaplain notifies faculty when information is available; the Chaplain, does not, however, pursue official verification of such reports. Requests by faculty to verify the nature of an absence should be made to the student upon the student's return. Students are usually allowed to make up classwork and/or tests missed which result from such crises; however, the absences shall count against the student when determining whether a student has attended the required 75 percent of class meetings. In some circumstances, the instructor may choose to assign an alternate quiz/assignment or drop/waive the missed quiz/assignment in such a way that it does not penalize the student's final grade. As these instances are academic matters, any dishonesty on the part of a student in such a situation is considered a violation of the University Honor Code.

In addition to the College of Health and Human Sciences Attendance Policy, faculty and students will be guided by the University Attendance Policy in the Undergraduate Catalog.

First Draft: January 4, 2017

Revised Draft: March 15, 2017

Approved March 15, 2017