Attendance Policy Section of Syllabus Examples

Example 1:

**Attendance Policy:**

Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

Students are responsible for finding out what they missed in a class.

If work is late because of an absence—for whatever reason—late penalties apply, including the loss of up to all points for the activity or assignment.

Excessive absences can result in a failing grade.

As noted above, every paper must be submitted or the student cannot pass this course.

Absences are absences; in this class there is no difference between “excused” and “nonexcused” absences. If you miss class, you miss the points for the work we do in class. Be careful.

Example 2:

Attendance:Attendance in this class expected and will be taken at every class meeting. Students are expected to be on time for and remain until the completion of all class meetings. Students who miss class need to get the notes from a classmate as soon as possible to get caught up. See the section regarding Tests and Missed Tests below.

Tardies: Students are expected to come to class on time. Being tardy disrupts the class (see the section on Classroom Misconduct on page 5). Students with repeated tardies may be required to meet with the Dean of Students before being allowed to return to class. If you have circumstances that cause you to regularly be late to class, you need to enroll in a section that you can arrive on time for.

Tests and Missed Tests (Test 1, 2 and 3 are each 20% of grade): There are three in class tests as well as one comprehensive Final Exam. Tests dates for Tests 1, 2 and 3 will be announced 1-2 weeks before the day of the test. Attend class regularly so you know when tests will occur. If you miss a test, the test will be counted as a zero. There are no make-up tests given in MATH 1530. However, the lowest test score (including a zero for a missed exam) will be replaced by the Final Exam grade provided that the Final Exam grade is higher than the test grade that it replaces. This will only apply to one test. If you miss more than one test, the second zero will stand. Tests cannot be taken early or late. Tests can only be taken on the scheduled day and time. Please see the Academic Misconduct section below regarding 0’s earned for cheating.

Example 3:

# Attendance Policy

Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

Chronic absence or tardiness is disrespectful to the instructor and to other students and indicates a poor professional attitude.

1. Absences and tardiness will be recorded.
2. Any student with 5 consecutive absences will receive a course grade of F. A student who has accumulated enough absences to receive a grade of F may still attend class and take all quizzes and tests. Once a grade of F has been awarded for poor attendance, the final grade will be F regardless of performance during the rest of the class.
3. Any student arriving after the scheduled start time for the class will be considered tardy.
4. Any student who is tardy 7 or more times throughout the semester will have 3 percentage points subtracted from his or her final course average.
5. Students who want to make up a Lecture Test, Lab Practical, or Midterm Exam may be asked to supply documentation for absences. Documentation must include a contact phone number. Documentation includes, but is not limited to:
* Conflicts with work: The ORIGINAL copy of a letter from a supervisor.
* Death in the family: A letter from the funeral home on printed letterhead.
* Illness: The ORIGINAL copy of the itemized receipt from the doctor or emergency room. Student’s name, date, and a contact phone number must be visible. “Authorization for return to work” forms must be the original and not a copy.
* Car trouble: The ORIGINAL copy of an itemized receipt. Each student will be allowed one excused absence for car trouble.
* Court appearances: A copy of the summons.
* Child care: Absences to care for children home from school or daycare because of pre-scheduled school holidays will not be excused. Absences due to child illness will be excused with a doctor’s receipt. Chronic absence or tardiness due to childcare may affect the final grade. Students who have children in day-care are urged to arrange for a back-up baby sitter.
1. Absences for family vacations, cruises, mission trips, will not be excused.

Example 4:

## **Attendance Policy**

A student is expected to attend all scheduled classes and laboratories. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

1. Each student is expected to be on time, attend all scheduled classes, and stay for the entire class session.
2. An absence is defined as non-attendance for any reason, including illness or emergency.
3. **Absences Allowed:**

 **Fall & Spring Semester- class that meets twice a week: No more than 5 absences**

 **Fall & Spring Semester- class that meets once a week: No more than 3 absences**:

**Tardies**: Coming to class late (after the instructor has taken attendance) and/or leaving early (before the instructor dismisses the class) counts as a tardy. For the online portion of the course, turning work in late or failure to fully participate in discussions is also considered a tardy.  **Three (3) tardies count as one (1) absence. Any student arriving more than 30 minutes after class has started or leaving more than 30 minutes before class is dismissed will be considered as absent for the entire class.**

FA: According to NSCC policy, if a student fails a course, but has not officially withdrawn from the course, and her/his last date of attendance is before the last date to withdraw, the student will receive a grade of FA (i.e., “Failure for Attendance Reasons”).

1. Any student who is absent is responsible for the content of the class missed and any assignments given. The student is encouraged to get notes and information missed from another student in the class or contact the instructor.
2. In-class assignments and quizzes cannot be made up.
3. The instructor’s grade book serves as the official record for grades and attendance.

Example 5:

**Attendance Policy**

Students are expected to attend all scheduled classes. Absences in a course will affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness will also affect a student’s final grade.

We learn to communicate by communicating and by observing such behavior in others; therefore, attendance is absolutely essential. Students can miss two class meetings without affecting the attendance grade. Any additional absences will reduce the attendance grade by 5 points for each absence.

If a student comes to class after the role has been taken, it is the student’s responsibility to meet with the instructor after class to ensure that he or she is marked as being tardy instead of absent. Leaving class prior to the class being dismissed will count as a tardy. Three tardies equals one missed class period.  If you arrive to class more than 45 minutes after the scheduled class starting time, you will be marked as being absent for the entire class period.

CLASS WORK points cannot be made up.

Example 6:

ATTENDANCE POLICY

· TO ESTABLISH ATTENDANCE DURING THE FIRST WEEK OF SCHOOL, you must submit the online introductory discussion or the online syllabus quiz by the posted deadline or personally contact me to explain your lack of participation in the first week. The Financial Aid Office requires I verify the attendance of all students after the first week of class.

· BE ON TIME: Each student is expected to be on time, attend all scheduled classes, and stay for the entire class session. Coming to class late (after I have taken attendance) and/or leaving early (before I dismiss the class) counts as a tardy. Three tardies count as one absence. Any student arriving more than 30 minutes after class has started or leaving more than 30 minutes before class is dismissed will be considered absent for the entire class. Points will be deducted from lab grades for missed class.

· F GRADE DUE TO ATTENDANCE - INSTRUCTOR POLICY: If you fail to submit any work for the class (assignments, discussions, exams, labs) for more than three consecutive weeks (excluding NSCC Breaks and Holidays) at any point in the semester, you may receive a failing grade, “F.” If you miss more than three classes without a documented excuse, you may receive a failing grade, “F.”

· FA GRADE DUE TO ATTENDANCE - TBR POLICY: Per TBR policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an “FA” if the last day of student engagement (class attendance or online submission) was on or before two-thirds into the term. That day is March 27, 2020 for the Spring 2020 term.

· An FN is awarded to students who never attended class and never submitted work online.