

## Attendance

The attendance policy for each course section is at the discretion of the instructor, and it is the instructor's responsibility to inform the student of the attendance policy in his or her syllabus. Instructors should not reduce a course grade for absences of less than 20% of the course contract hours caused by active participation in the following events:

- Scheduled varsity athletic competition
- Scheduled make-up season and post-season varsity athletic completion
- Classroom field trips approved by the Department Chair of the school sponsoring the field trip or Provost
- Sanctioned performing arts appearances at non-University facilities
- Specifically sanctioned events approved by the Provost
- Religious observances

## Student Responsibilities

Students are encouraged to adopt schedules that maximize their class participation. Those who miss classes are responsible for missed academic work and classroom instruction. They should coordinate with instructors to complete missed assignments and obtain classroom materials, notes, and instructions. Student athletes should inform their instructors of athletic completion participation.

## Notification of Extended and Serious Illness

Students who miss class for serious and extended illnesses may request the assistance of the Student Health and Counseling office in notifying their faculty members. The responsibility of arranging to make up missed assignments or to submit assignments late belongs to the student. Participation in certain University events and/or work related travel may, at the discretion of the faculty member, constitute an excused absence.

## Leave of Absence

A student must fill out a Leave of Absence form if the student is a) full-time or part-time and will miss one semester or b) online and will miss two consecutive eight-week sessions.

Once a leave of absence form is submitted, the student is granted leave and is eligible to return to the University within one-year from the date the form was officially processed. If the student returns within the year timeframe, the student will maintain the same degree requirements from the student's last term of attendance at the University. Any University awarded financial aid will be maintained. There is no guarantee about State or Federal financial aid. Please see the Office of Financial Aid.

If a student extends a leave of absence beyond one-year, the student will be required to apply for readmission to the University and will be assigned to the more current degree requirements for the student's major if that program is available. If the program is no longer available the student will be required to choose a new program.

**A Leave of Absence form is not equivalent to a complete withdrawal.** This is a separate process which must be submitted in the Office of the University Registrar within the published deadlines.