

# Attendance Policy

Approved by the BOD on June 13, 2012  
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## Introduction

A student who is not officially registered may not attend a course at the Notre Dame University-Louaize (NDU). Otherwise, NDU expects regular attendance from its registered students.

Two basic rules apply to all excused absences, whether excused because of an NDU policy or at the faculty member's discretion:

- Students must still meet all course requirements; and
- Faculty must offer students reasonable assistance in making up missed work, if and only if an excused absence has been justified.

## Scope of Policy

Full participation in classes, laboratory periods, and examinations is expected of all students. Faculty must keep a record of attendance throughout the semester. Furthermore, faculty must detail the attendance policy, including procedures for submitting excuses and for scheduling makeup work when the excuses are accepted, in their syllabus that is distributed on the first day of classes. Students may be asked to provide documentation for multiple consecutive absences or frequent single class absences.

A pattern of absences may affect a student's grade substantially. *The faculty member teaching a certain class, in full coordination with the Department Chair, is the direct authority responsible for the implementation of the Attendance Policy in such class. The Student Affairs Office (SAO) only validates absences related to University events, travel, or medical excuses upon need and only when requested by the Department Chair.*

The student is responsible for the material presented during his/her absence. The maximum number of absences for classes that meet on MWF is six and for those that meet TTH and in summer is four, (or two hours per credit course). Any student whose absences exceed the maximum limits shall automatically be unofficially withdrawn from the course, unless he or she withdraws.

## Range of Excused Absences

NDU has a commitment to all students. Students shall receive excused absences for a reasonable number of anticipated absences, as well as for emergencies, as specified below:

- Anticipated Absences: Excuses for anticipated absences must be cleared with the relevant faculty member before the absence. Examples of anticipated situations where a student would qualify for an excused absence are:
  - The student is away from campus representing an official NDU function, such as participating in a professional meeting, as part of a judging team or athletic team;
  - The student is required to travel due to a family emergency or renewal of an expiring visa/residency permit;
  - Required military duty; and
  - Obligatory court attendance.
  
- Unanticipated Absences: Excuses for unanticipated absences must be reported to the relevant faculty member as soon as possible, but not more than one week after the return to class. Examples of unanticipated absences are:
  - Short-term illness or injury affecting the ability to attend or to be productive academically while in class, or that could jeopardize the health of the individual or the health of the classmates attending. Student must notify the relevant faculty member of such absence prior to class absence by e-mail if possible; and
  - Death or serious illness in the family when documented appropriately.

### **University Closure**

Unexpected University facility closures due to weather, emergency, or disaster may occur from time to time. Students may be required to complete coursework missed due to these or other class cancellations. However, faculty members requiring mandatory makeup sessions may not penalize students if they are unable to attend due to time conflicts, etc.

### **Drop for Non-Attendance**

Students are not automatically dropped from class(es) if they do not attend. They must officially drop their class(es) by the published deadline in the academic calendar to avoid a “UW” grade.