



## CLASS ATTENDANCE

The Centenary College faculty and administration believe that systematic attendance of all scheduled classes for which students are registered is integral to student success and achievement. Showing up for ourselves and others is a high priority at Centenary; it's a pillar of sustaining an engaging community. Articulating an attendance policy strives to provide faculty, students, and administration with guidelines for accommodating unavoidable absences.

### Definitions

**Sponsor:** Employee guiding a college sponsored activity. Responsibilities of sponsors may include, but are not limited to, scheduling events, curating membership, and communicating scheduled events to faculty, staff, and students.

**College Sponsored Activity:** any activity that is initiated, authorized, or supervised by the College, or that involves representation of the College. Examples include, but are not limited to choir performances, athletic competitions, and SGA conferences.

**Class-Critical Assignment:** a high-value class assignment that requires attendance and cannot reasonably be made-up. Examples may include, but are not limited to, the Student Research Forum, high-value in-class presentations, concerts, and science labs.

### Consequences of Excessive Absences

Students may miss no more than three times the number of scheduled class periods per week, over the fourteen-week semester (e.g. in classes that meet 3 days a week, students may miss no more than 9 times). This includes planned and unplanned absences.

Instructors are required to regularly record attendance for all classes. These records will be made available to Student Support Services upon request. If a student misses more than the maximum number of allowed absences before the drop date, instructors may initiate an administrative drop from the class. If a student misses more than the maximum number of allowed absences over the course of the semester, instructors may choose to assign a grade of XF.

Instructors are expected to inform the Student Support Services when students are absenting themselves from an excessive number of classes.

### Planned Absences

Examples:

- Personal (e.g. family weddings or a doctor appointment)
- Appropriate activities of the College of which a student is officially a part, such as
- Centenary ensemble performances (rehearsals or other subsidiary activities may not be prioritized over classes)
- Scheduled athletic competitions (practices or other subsidiary activities may not be prioritized over classes). Centenary College follows the bylaws set forth by the NCAA (DIII), including those related to attendance (BYLAW, Article 17, 2019-20 NCAA Division III Manual).
- Professional conferences

Sponsors are required to make schedules for travel known to students as early as possible before the date of travel.



Students are required to make schedules for travel known to instructors as early as possible before the date of travel. Students are expected to attend class up to the time of departure and be ready to attend class following their return.

Instructors are required to explain the expectations for the missed classes to students as early as possible, after being informed by a student of their travel date. Instructors are expected to define the types of absences that are excused and unexcused clearly in their syllabi; College sponsored activities should be included as excused absences. Instructors are expected to facilitate student makeup work and provide necessary learning materials to the extent they are able for excused absences.

Unless extenuating circumstances exist, such as re-scheduled sporting events or performances, all parties are expected to make every reasonable attempt to stick to guidelines regarding timely responses to planned absences.

### **Unplanned Absences**

Examples:

Student illness

Immediate personal or family medical emergencies

Documented bereavements

In the event of an unexpected absence, students are expected to communicate with their professors as soon as possible to address matters related to class and the absence.

Regardless of the reason, students are responsible for gathering all of the materials and/or information they missed.

Changes to sponsored travel occasionally occur. While these changes are unplanned, minor changes (~24 hours) to College sponsored activity travel should still be considered excused absences.

In special circumstances of extended student illness, professors will make adequate allowances with the approval of the Provost's office to accommodate missed exams and assignments.

### **Unexcused Absences**

In the case of unexcused absences, instructors are not expected to provide students with learning material, nor are they obligated to facilitate student makeup work (including examinations). Class-critical assignments should be designated by the instructor on the syllabus at the start of the semester. Missing a class-critical assignment is an unexcused absence.