

## **ATTENDANCE POLICY (Effective Fall 2023)**

Class attendance facilitates learning in a variety of ways. Attending class gives you another perspective on the course materials and allows you to interact with your instructor and your peers. Your attendance and participation in classroom activities and discussions will help you to better understand and recall key concepts and improve your academic performance.

The Business & Technology Department has established the following attendance policy:

1. Students are expected to attend and participate in all class sessions **regardless of modality**.
2. The instructor will take attendance at each class session. With respect to online asynchronous courses (courses that are conducted entirely online with no set class meeting time), attendance will be determined by students' participation in discussion forums and/or submission of assignments.
3. The maximum number of **unexcused** absences is limited to 15% of the number of class sessions. Exceeding the maximum number of unexcused absences may result in a failing grade.
4. Absences will be counted from the first day of class even if they are a result of late registration or change of program.
5. Students should contact their instructor in advance by email to be considered for an **excused** absence. In cases where advanced notification is not possible, the student should provide notification before the next class meeting. This notification should include an explanation of why notice could not be sent in advance.
6. Students who are absent from class will be responsible for making up any missed course work. It will be at the discretion of the instructor whether to accept late course work or allow makeup quizzes and exams.
7. For Verification of Enrollment purposes faculty must record attendance for the first two (2) weeks of classes. A student who does not attend any of the class meetings during the first two (2) weeks (or the equivalent in online courses) will be reported as "Never Attended" and dropped from the course.