

Maritime College Engineering Department Administrative Policy

Title: Class Absences and Attendance

No. 10-01

Date: 05.04.2010

1. Class absences are classified as either EXCUSED or UNEXCUSED.

- a. An excused absence is an absence from class that, in the opinion of the instructor or by direction of the administration, meets one of the following criteria:
 - i. Was approved in advance, regardless of purpose.
 - ii. Was due to a medical cause, hardship, or family emergency, which can be satisfactorily documented ex post facto.
 - iii. Was caused by another event demanding the student's attendance for a bona fide educational or collegiate benefit, provided that prior notice was received by the instructor.
- b. An unexcused absence is an absence from class that does not satisfy Part a, above.

2. A student will be allowed to make up the work or activities missed in connection with an excused absence, or otherwise will not be penalized.

- a. Policies that permit the dropping of one or more lowest grades in lieu of making up assignments, quizzes, or exams are deemed not to be penalties.
- b. Attendance policies for courses involving STCW KUPs or assessments will include mechanisms designed to permit work missed in connection with excused absences to be made up, but not for work missed in connection with unexcused absences.

3. Instructors teaching a course in which student attendance may bear upon the final grade received by the student will publish their specific attendance policy in the Instructor's Syllabus.

- a. A tardiness policy is a valid component of an attendance policy.
- b. Regimental Special Liberty forms need not be signed if the instructor declines to excuse an anticipated absence.