

**Maritime College Marine Transportation Department  
Administrative Policy**

**Title: Class Absences and Attendance**

**No. 10-01**

**Date: 07.28.2010**

**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.**

- a. Attendance policies for courses involving STCW KUPs (Knowledge, Understanding and Proficiency) 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 courses 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.

**4. Students with un-made up absences, whether excused or unexcused, exceeding 10% of the class meetings of the courses listed below will receive a grade of "F".**

- a. This policy is keeping with published STCW/USCG standards and policy.
- b. This policy will be applied to all students registered in the courses listed below as well as associated labs, regardless of their USCG license status:

NAVG112	NAVG212	NAVG312	NAVG402	NAUT102
NAUT308	NAUT314	NAUT315	NAUT402	NAUT408
MT321	MT322	MT426	MT450	PE411

- c. If a student has absences exceeding 10% of the class meetings the instructor shall notify the student via his Maritime College e-mail account copying the faculty advisor of the student as well as the student's chair. This is to enable the student to withdraw from the class in a timely manner.

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- d. The adherence of the 10% absence attendance policy is optional for non-STCW classes and elective classes offered through the department. It is up to the instructor to set the attendance policy for Marine Transportation Department elective courses and promulgate that policy through their individual syllabi.
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- 5. **Instructors teaching courses in which student attendance may bear upon the final grade received by the student will maintain attendance records either electronically or on paper with an electronic backup.**
    - a. The attendance records shall be made available to a student at that student's request.
    - b. Attendance records of each course will be submitted in electronic format to the Marine Transportation Department Secretary or the Chairman's designee at the conclusion of each semester.