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## DOC 1993-02 Change in First-Year Student Attendance Policy

University of Dayton. Academic Policies Committee

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**PROPOSAL TO THE ACADEMIC SENATE**TITLE Change in First-Year Student Attendance PolicySUBMITTED BY Academic Policies CommitteeDATE March 30, 1993

Indicate the action required: Legislative, Concurrence, or Consultation, and refer to the appropriate reference in the Senate Constitution (Article IIB, 1, 2, 3).

ACTION IS: Legislative REFERENCE IS: \_\_\_\_\_

## DESCRIPTION OF PROPOSAL:

This proposal is to rescind action taken on Senate Document 92-2, which was passed by the Senate on May 8, 1992. Senate Document 92-2 was designed to replace the third paragraph under the heading of "ATTENDANCE POLICY" on page G-1.2 of the Faculty Handbook. This proposal is to alter the third paragraph under "ATTENDANCE POLICY" to read as follows:

To assist first-year students in their transition to college responsibilities, it is felt that a policy of compulsory attendance is necessary. Therefore, first-year students will be permitted only a limited number of absences. For first-year students, the allowable number of absences in the first term or in the second term will be equal to twice the meeting times a week (or four class days in any third-term session). A student exceeding this number will be referred to the student's Dean for possible counseling and appropriate action. Any undergraduate student who has not accrued 30 semester hours of credit is considered a first-year student.

1. provide guidelines and goals in the course of study, thus leading direction to the study activities of the student; (2) provide instances of the way of thinking and methodology employed by an academic discipline in formulating and solving problems; (3) stimulate an awareness of an interest in the course topics beyond the level acquired by textbook reading. Because textbook material is generally beneath the level of the current state of knowledge, instructors acquaint the student with new ideas and integrate this material into the course topics.

Students are responsible for being aware of the proceedings and material covered in each class period. Students must attend all announced tests and submit assigned written work on the date set by the instructor; it is recommended that the instructor announce such tests and assignments at least a week in advance. The action taken as a consequence of missing a test or an assignment will be determined by the instructor and will be based on a consideration of the individual circumstances involved.

To assist first year students in their transition to college responsibilities, it is felt that a policy of compulsory attendance is necessary. Therefore, first year students will be permitted only a limited number of absences. For first year students, the allowable number of absences in the first term or in the second term will be equal to twice the meeting times a week (or four class days in any third-term session). A student exceeding this number will be referred to the student's Dean who will notify the Attendance Appeals Committee. Any undergraduate student who has not accrued 30 semester hours of credit is considered a first year student.

In addition to the first year student policy, faculty may institute an attendance requirement. This may be done for any course (including seminars, laboratories, performance courses, clinical field-based courses, and the like) provided that the policy is approved by a Faculty Committee of the department and/or the department chair. If attendance is used as a grading component, the instructor is obligated to clarify his/her classroom policy regarding absences in writing in the syllabus provided during the first full week of the semester. Let it be noted that to insure accuracy of records, every student must be present at class during the first week of each term.