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DOC 1992-02 Recommended Procedure for First-Year Attendance Requirements

University of Dayton. Student Academic Policies Committee

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PROPOSAL TO THE ACADEMIC SENATE

TITLE Recommended Procedure for First-Year Student Attendance
RequirementsSUBMITTED BY Student Academic Policies CommitteeDATE April 15, 1992

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: LegislativeREFERENCE IS: Article II, B, 1, d

DESCRIPTION OF PROPOSAL:

(Note: The following proposal is to replace the third paragraph on page G-1.2 of the Faculty Handbook, under the heading "ATTENDANCE POLICY".)

First-year students will be permitted only a limited number of absences. (Any undergraduate student who has not accrued 30 semester hours of credit is considered a first-year student.) 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 per week (or four class days in any third-term session).

When a first-year student misses more than the allowable number of classes, the professor will fill out a withdrawal form and give it to the student. The student will take the withdrawal form to the dean's office for processing. If the student refuses to accept a "W," he/she may fill out a "Referral to the Attendance Appeals Board" form, submit it to the dean, and deliver a copy to the professor. The dean's office will forward the appeals form to the chair of the Attendance Appeals Committee. The student should provide the committee with substantiating information or evidence that supports his/her appeal. The student is required to attend class during the appeals process. The committee will send their decision to the dean. The dean will inform the student and the professor of the committee's decision. If the committee does not support the student's appeal he/she should return to the dean's office to process the withdrawal.