

4-7-1988

## DOC 1987-05 Attendance Policy

University of Dayton. Student Academic Policies Committee

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# The University of Dayton

September 14, 1988

Bro. Raymond L. Fitz, S.M., Ph.D.  
President  
The University of Dayton  
CAMPUS

Dear Brother Fitz:

The Academic Senate passed the enclosed document 87-5 on the Attendance Policy. There is little change from the preceding document. The main change is in the last paragraph concerning the departmental approval for attendance requirements in upper level courses. I fully support the document as presented.

I hope you will be able to give it prompt approval because I did not send it to you promptly, and I would like to promulgate it. I am prepared to answer any questions you may have.

Sincerely,

Joseph W. Stander, S.M.  
Vice President for Academic  
Affairs and Provost

JWS:mb

Enclosure

O.K.

PROPOSAL TO THE ACADEMIC SENATE

TITLE: ATTENDANCE POLICY

SUBMITTED BY: Student Academic Policies Subcommittee

DATE: April 7, 1988

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

ACTION IS: Legislative REFERENCE IS: Article IIB, 1.

DESCRIPTION OF PROPOSAL: State objectives, rationale, and how proposal is to be implemented

Revision to Senate Document No. 82-5 approved by the Senate 2/18/83

## ATTENDANCE POLICY

It is desirable for students to attend all classes. Listening to the lectures of instructors and being involved in classroom discussions should (1) provide guidelines and goals in the course of study, thus lending 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.

Any undergraduate student who has not yet accrued 30 semester hours of credit is considered a first year student. 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.

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.