

University Attendance Policy Recommendation to Senate from the Faculty Affairs Committee

Oct. 18, 2019

The Faculty Affairs Committee reviewed the University attendance policy in Fall 2019. This included consideration of various proposed revisions to the existing policy, the results of the Spring 2019 faculty straw poll on the current policy and two suggested revisions, and comments from our respective Schools.

It is the recommendation of the Faculty Affairs Committee that all faculty **must have a clearly stated attendance policy** in their syllabus. This attendance policy should indicate how the faculty member handles absences (such as “missed in-class assignments cannot be made up unless arrangements are made in advance”), as well as whether attendance factors into grades (such as “attendance is expected, however, there are no point allocations for attendance”). As we recognize the importance of academic freedom and the unique nature of the variety of courses offered at Baldwin Wallace, the instructor’s policy may be more stringent or lenient than the default University policy. It is also our recommendation that the University policy be included in the pre-loaded syllabus statements on Blackboard, although it should be made clear that this policy is only in effect if there is not a separate attendance policy stated in the course syllabus. We sincerely believe that the majority of our colleagues have their own attendance policies and the statements below do not represent a significant change, as they can continue to use their own attendance policy. Our goal was to reduce the confusion over what constitutes an excused or unexcused absence in the default University policy, as well as to have a default in place for any faculty who do not include a separate policy.

Respectfully submitted on behalf of the Faculty Affairs Committee,

Carrie Davis Todd

All faculty must have a clearly stated attendance policy in their course syllabus.

In the absence of an attendance policy in a course syllabus, the default University attendance policy (below) will be followed.

- A. The policy of the University is that all students are expected to attend all classes. It is realized, of course, that not all students will, or can, attend all classes due to intercollegiate athletic events, university-sanctioned co-curricular activities, course field trips, religious holidays, family emergencies, and personal illness. As a result, students will be allowed to miss a maximum of 10% of the class meeting time without grade penalty. The student is responsible for all course material and graded work due to absences. It is up to the discretion of the professor to decide if, when, where, and how the missed work is completed.
- B. Since cumulative absences compromise students’ fulfillment of course requirements, the final grade will be lowered incrementally for each absence after the students have missed 10% of their class meeting time, regardless of the reason. Students who miss 20% of their class meeting time will earn an F in the course.
- C. Attendance policy for MWF courses

- a. For a full semester course, five (5) missed classes represent 10% of the course. For every subsequent absence after the fifth absence, a student's final grade will be lowered one-third of a grade for each absence. If a student misses nine (9) classes, the student will earn an F in the course.
 - b. For a mini-mester course, three (3) missed classes represent 10% of the course. For every subsequent absence after the third absence, a student's final grade will be lowered one-half of a grade for each absence. If a student misses five (5) classes, the student will earn an F in the course.
- D. Attendance policy for TTh courses
 - a. For a full semester course, three (3) missed classes represent 10% of the course. For every subsequent absence after the third absence, a student's final grade will be lowered one-half of a grade for each absence. If a student misses six (6) classes, the student will earn an F in the course.
 - b. For a mini-mester course, two (2) missed classes represent 10% of the course. For every subsequent absence after the second absence, a student's final grade will be lowered one-half of a grade for each absence. If a student missed four (4) classes, the student will earn an F in the course.
- E. Attendance policy for once per week courses
 - a. For a full semester course, two (2) classes represent 10% of the course. For every subsequent absence after the second absence, a student's final grade will be lowered one full grade for each absence. If a student misses four (4) classes, the student will earn an F in the course.