



ATTENDANCE POLICIES FOR STUDENTS

1. By the act of enrollment:
 - a. The student is responsible for all coursework.
 - b. The student is expected to attend regularly and punctually all classes, laboratories, and any other academic meetings required by the university.

Note: Courses delivered in part or fully online have special requirements. Consult the department and/or the instructor for details.

2. The instructor will automatically drop the student from a class with a grade of “**FA**” (**Failure for Absences**) when the student has missed 25 percent of the class meetings (excluding the Final Exam Period), as listed in the instructor’s course syllabus. This includes all classes scheduled during the “drop/add” period at the beginning of the term, and any classes missed due to late registration. The examples below show the number of absences for typical classes during the fall and spring semesters. The following reflects the number of absences at which you will receive the grade of “FA”:

Classes meeting three times per week	11
Classes meeting two times per week	7
Classes meeting one time per week	4

An absence is defined as non-attendance for any reason, whether illness, emergency or official leave. **There are no excused absences.** Make-up tests and assignments will be given only upon written explanation of sickness from a physician (or other pertinent documentation related to the particular situation). Students scheduled to represent Shorter at a university sponsored/sanctioned activity (athletic event, musical program, etc.) on the date of an exam must make arrangements with the professor **prior** to the exam date in order to reschedule the test.

3. Three instances of tardiness are equal to one absence. Should a student arrive to class after the roll has been taken, it is the **student’s responsibility** to inform the professor at the conclusion of the class of his or her presence. If a student arrives more than 10 minutes after the class is scheduled to start, the student will then be considered absent (and not tardy).
4. When the instructor’s records indicate that a student’s absences have reached 25 percent, the instructor will inform the Office of the Registrar using appropriate form (*Notice of Excessive Absences*); the student and appropriate university departments will then receive notification regarding the “FA”.

[**Note:** prior to a student reaching the point of FA, the instructor should make every possible effort to assist the student. This will include notifying the Department of Student Engagement and Success when a student places himself/herself at risk by accruing an inordinate number of absences.]

5. Graduate students taking undergraduate prerequisites are subject to the above attendance policy.
6. Academic areas (such as the School of Education, the School of Nursing, Music, etc.) requiring accreditation from organizations/agencies in addition to SACS may have stricter attendance policies

in order to comply with the standards demanded by those agencies.

7. In compliance with federal law, professors must notify the Department of Student Engagement and Success (SES) when a student is absent from school for fourteen (14) consecutive calendar days. The SES will in turn inform the Office of Financial Aid (and any other office requiring this information) of the situation

