

# **ATTENDANCE POLICY & PROCEDURES**

## **Undergraduate On Campus Courses**

Unlike some forms of learning, a residential program of education is designed as an in-class learning experience. In this instructional setting, the ability to pass examinations and complete outside projects is only a partial measure of the knowledge, skills, understanding, and appreciation a student may or may not have. Therefore, it is absolutely essential for each student to establish and maintain regular and punctual class attendance. Students may leave class early only by special permission of their instructor. Those scheduled for chapel ministry generally need no more than 5 minutes for preparation.

Attendance is taken during every class meeting and begins on the first day each class begins for the semester (even if a student registers late for the class). SAGU's attendance policy takes into account the possibility that students may need to be absent from class on occasion due to serious illness or unavoidable circumstances. Absences which exceed the allowable number of times a class meets, regardless of the nature or reason for the absences, will result in the student being automatically administratively dropped from the course, receiving a grade of "WP, WF, or WC" depending on the type of the class and what grade the student earned. (The student will be assessed the established course withdrawal fee.)

The following is a chart of allowed absences for Undergraduate On Campus classes:

<b>Absences Allowed by Course Level</b>			
<b>Day of Week Class Meets</b>	<b>Developmental Courses</b>	<b>1000-2000 Level</b>	<b>3000-4000 Level</b>
M/W/F	5% unexcused and 25% excused or 2 unexcused and 10 excused	Cannot Exceed 30% or 12 per semester	Roll must be taken. No minimum attendance numbers required.
T/TH	5% unexcused and 25% excused or 1 unexcused and 7 excused	Cannot Exceed 30% or 8 per semester	Roll must be taken. No minimum attendance numbers required.
Nights/Weekends	5% unexcused and 25% excused or 1 unexcused and 3 excused	Cannot Exceed 30% or 4 per semester	Roll must be taken. No minimum attendance numbers required.

A student who is absent from a class is responsible to make the appropriate advanced arrangements with the faculty member for possible make-up work. The faculty member will have the prerogative to determine if a student may make up any examinations or outside assignments due to a student's absence, along with a time frame in which the work must be completed. Students may receive reduced or no credit for work missed in class due to

absence, however, no point reduction will be imposed upon a student's final grade for absenteeism.

- Students missing more than fifteen minutes of a class will be counted as absent for that session.
- Students missing less than fifteen minutes of a class will be counted as tardy.
  - Every three tardies in a class that meets M/W/F will be considered an absence.
  - Every two tardies in a class that meets T/TH will be considered an absence.
  - Every two tardies in any night/weekend class will be considered an absence.

The student is responsible, at the end of class, to identify his/her tardiness to the professor.

Unless there has been some other notification, students must wait at least 15 minutes for the instructor to arrive before they may leave the class.