

CLASS ATTENDANCE

General - Students are expected to attend all of their classes. They must also be aware of course requirements.

Notifications - In the event of planned absences, students must notify instructors in advance. In the case of unplanned absences, students should notify their instructors as soon as possible. Students who expect to be absent from classes for more than three class periods should contact the Academic Affairs student support services for help notifying their instructors.

A. EXCUSED ABSENCES

A.1 Definition of Excused Absence

Any student, who is unable, because of the reasons identified in sections A.2.1 through A.2.4 of this policy, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement on that day. The student shall be provided with an opportunity to make up such examination, study, or work requirement, which they may have missed because of such absence on any particular day, if such makeup examination or work shall not be deemed unreasonable by the faculty or the College. To take advantage of the opportunity to make up a missed examination, study, or work requirement, the student must contact their professor/faculty member to initiate this process.

When a student misses a major course assessment or assignment (including, but not limited to, lecture exams, laboratory sessions & exams, class performances, presentations, etc.) due to absence because of the reasons listed in section A.2.1 through A.2.4 of this policy, such makeup assignments may be unreasonable for the faculty member. It is within the discretion of the faculty member to determine what is deemed unreasonable in these situations.

No fees of any kind shall be charged by the College for making available to the student the opportunity to make up work resulting from an excused absence. No adverse or prejudicial effects shall result to any student because of availing themselves of the provisions of this policy.

A.2 Acceptable Excuses

Excused absences shall be granted for the following:

1. General student well-being, which may include health, mental health, disability-related absences, and/or absence resulting from other extenuating circumstances.

Students must inform the faculty member of their absence and request the opportunity to make up missed work according to the excused absence definition listed in section A.1. If absences total more than the following limits, it will be up to the discretion of the faculty member to allow the absence to be excused.

- For classes meeting three times per week, a student may miss up to three class sessions during the semester.
- For classes meeting two times per week, a student may miss up to two class sessions during the semester.
- For classes meeting one time per week, a student may miss up to one class session during the semester.
- If a class meets less than once per week, it will be at the discretion of the faculty member whether the student may be granted an excused absence.

Students with documented disabilities who request additional time for absence should also contact the Disability Resources Office for help notifying their instructors. If an instructor has concerns or feels unqualified to make a judgment about a student's absence, the Dean of Academic Affairs will make a determination in consultation with student support leadership.

2. Participation as a representative of the College in a scheduled intercollegiate athletic event. It will be the responsibility of the athletic department to notify instructors of the student's participation and absence in advance of the anticipated absence.

3. Participation as a representative of the College in a scheduled intercollegiate club competition or professional/academic conferences, travel courses, or field trips scheduled as part of a course. The club must be a recognized campus club. It will be the responsibility of the club advisor or the sponsoring academic/administrative department to notify the student's instructors of the student's participation and absence in advance of such absence.

4. Any student of the College who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement shall be granted an excused absence, and shall be provided with an opportunity to make up missed work, provided that it shall not create an unreasonable burden upon the College. This requirement comes from the Commonwealth of Massachusetts General Law Chapter 151C, Section 2B which states:

"Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section."

B. Student Appeals

If a student believes their grade has been incorrectly penalized as a result of an absence, they may pursue an appeal through the college's existing undergraduate grade appeal policy.