

Antioch University

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### 5.615 Attendance Policy

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Attendance</b>	
		<b>Policy 5.615</b>	
<b>Academic Policies</b>		<b>Effective date: July 1, 2020</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
Approved	Chancellor	N/A	November 30, 2019
	Office of General Counsel	N/A	January 1, 2020
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1351	All Academic Programs

## I. Introduction and Purpose

Antioch University believes that learning is best achieved through dedicated engagement on the part of all students. Regardless of the instructional method, course design or program design, students must meet certain minimum standards of participation and engagement, which the University defines as attendance. This policy establishes the University parameters within which all attendance requirements must operate. In addition, each academic program is required to establish attendance standards that apply to all courses or formal learning experiences, and to communicate these standards to students as described below.

## II. Definitions

### A. Attendance Definitions by Instructional Method

1. **Face to Face Instruction Attendance:** Physical presence at the meeting location at the scheduled day, time, and place and participation as required.

2. **Hybrid Instruction Attendance:** A combination of physical presence at the meeting location at the scheduled day, time, and place and participation and online attendance (see below) as required.
  3. **Online Instruction Attendance:**
    - a) Synchronous instruction: Signing into learning management system and participating as required in online sessions at the scheduled day, time, and site.
    - b) Asynchronous instruction: Signing into learning management system and completing assignments as required within a specific period of time, such as a standard 7-day week.
  4. **Residency Attendance:** Physical presence and participation in the required sessions for the scheduled length of the residency.
  5. **Workshop Attendance:** Physical presence and participation for all scheduled hours of the workshop.
  6. **Independent Work Attendance (Independent Study, Thesis, Dissertation, Internship, Competency-based learning achievement):** Interaction with instructor of record (in-person, by phone, email or video conference) as defined by the program.
- B. **Course:** For the purpose of this policy, a “course” is defined as any formal instructional experience, such as a course, workshop, residency session, and online learning experience, through which students earn academic credit or satisfy degree or certificate requirements.
- C. **Deregistration:** The act of the Registrar’s Office to remove the registration of a student who has not attended a course at least once during the Initial Attendance Period.
- D. **Excused Absence:** Reasons for an "excused" absence may include, but are not limited to, illness and injury, disability-related concerns in accordance with the University’s Disability Support Services Policy 6.101, military service in accordance with the University’s Military and Reserve Military Deployment Policy 6.121, birth of a child, death in the immediate family, religious observance in accordance with the University’s Religious Accommodation Policy 6.117, jury duty or subpoena for court appearances, and similar serious extenuating circumstances.
- E. **Excused absences** may be excluded from attendance requirements as long as the learning objectives, workload expectations, and essential requirements of a course are not altered.
- F. **Initial Attendance Period:** The Initial Attendance Period is defined as the add/drop period of the course. For most courses, the Initial Attendance Period is the first 20% of the instructional period. The Initial Attendance Period time frame is viewable for each course through the student’s online access to their schedule within the University portal.

G. **Late Drop Period:** A period of time following the Initial Attendance Period during which students may drop a course. The Withdrawal Period is indicated on the academic calendar.

## **II. Initial Attendance Requirements and Consequences of Non-Adherence**

All programs are expected to develop attendance policies that include, at a minimum, the following initial attendance requirement:

All students must attend a course at least once during the initial add/drop period of the course (the first 20% of the instructional period for most courses). Students who do not attend at least once during the add/drop period will be de-registered from the course by the Registrar's Office.

A. **Consequences of Initial Non-Attendance in One Course within a Term:** The student will be de-registered from the course with no transcript notation. If the student is registered for and attending other courses in the same term, the student's remaining course registrations and the student's active status will not be changed. However, the student's enrollment status (full-time, half-time, or part-time) and financial aid status may change, based upon the number of remaining credits for which the student is registered

B. **Consequences of Initial Non-Attendance in All Courses within a Term:** A student who does not attend any of the courses during the initial attendance period will be de-registered from all registered credit for the term with no transcript notation. The student will be placed on administrative leave of absence. Enrollment status and financial aid status will change.

## **III. Subsequent Attendance**

During and following the initial add/drop period, students are expected to comply with the attendance policies regarding legitimate class absences, as outlined by each academic program. After the initial attendance period, students will not be automatically de-registered for subsequent non-attendance. However, faculty have the responsibility to inform the Registrar's Office of any students who have established a pattern of absences that indicate that the student is no longer attending the course. Failure to meet the program's minimum attendance policy may have academic consequences including poor evaluations and/or earning a grade of No Credit.

## **IV. Student Responsibilities**

A. Students are responsible for notifying instructors regarding a planned absence. In no case is an excused absence from class to be interpreted as a release from class workload responsibility; students are responsible for completing any makeup work resulting from an absence.

B. Where other University policies address specific attendance issues, students are required to comply with those policies (including but not limited to: Disability Support Services Policy #6.101, Military and Reserve Military Deployment Policy #6.121, and Religious Accommodation Policy #6.117).

C. Students who are unable to participate regularly in a course for any reason should contact their instructor and their advisor. Students who intend to withdraw from a course or a program should notify their instructor and advisor.

**V. Faculty Responsibilities**

A. All instructors are obligated to communicate to the Registrar about students who fail to satisfy attendance requirements during the initial attendance period and at the end of the late drop period.

B. All instructors are obligated to abide by course or program policies regarding subsequent attendance.

C. Instructors have the discretion to determine what constitutes an appropriate make up work assignment.

D. Instructors have the discretion to excuse student absences for reasons other than those described in Section II, Definitions.

**VI. Academic Program Attendance Policy Communication Requirements**

Each academic unit of Antioch University is expected to establish and implement an attendance policy that adheres to or is more stringent than the University policy. This policy must be included in the academic catalog and/or the program’s student handbook. Attendance requirements must also be clearly stated on each course syllabus or learning contract.

**Policy Cross Reference**

Grading System and Transcript Recording	Policy #5.227
Disability Support Services	Policy #6.101
Military and Reserve Military Deployment	Policy #6.121
Religious Accommodation	Policy #6.117