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## 5.615 Attendance Policy

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2. 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.
3. Residency Attendance: Physical presence and participation in the required sessions for the scheduled length of the residency. Workshop Attendance: Physical presence and participation for all scheduled hours of the workshop.
4. 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. 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.

**E. Legitimate Class Absence:** Legitimate reasons for an "excused" absence may include, but are not limited to, illness and injury, reasonable accommodations for disability approved in accordance with Disability Student Services Policy 6.101, military service, birth of a child, death in the immediate family, religious observance, jury duty or subpoena for court appearances, and similar serious extenuating circumstances.

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

**A.** 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.

**B.** 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

**C.** 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.

### **IV. 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, failure to meet the program's minimum attendance policy may have academic consequences including poor evaluations and/or earning a grade of No Credit.

### **V. Student Responsibilities**

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

**B.** Students who are unable to participate regularly in their 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.

### **VI. Faculty Responsibilities**

**A.** All instructors are obligated to communicate to the Registrar about students who fail to satisfy attendance requirements during the initial add/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 retain the discretion to excuse student absences for reasons other than those described in Section II, Definitions.

## **VII. 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 Student Services	Policy #6.101