

I. The Academic Program

B. General Rules

1. Class Attendance

Regular and punctual class attendance is required. All faculty members are required to track whether students in their courses are meeting the regular and punctual class attendance requirement. Faculty members have discretion to enforce this policy as each determines best serves its purpose. Faculty members taking attendance into account in the grading of the course shall indicate the policy and its method of enforcement in the course syllabus. At the request of the faculty member, excess absences from class may result in the student being administratively withdrawn from the course by the Dean.

This rule applies to any "make up" classes scheduled in the designated slots in the class schedule or at other times as approved by the Dean. Faculty members are expected to schedule any necessary make up classes in the designated slots; a faculty member may schedule a make up class outside of the designated slots only with the prior approval of the Dean. When certain designated slots conflict with other courses, faculty members are expected to determine which slots do not pose a course conflict for the students enrolled in the course and use only those slots for make up classes.