

Revised: Fall 2013

MATH 0300/1300 ATTENDANCE POLICY

- Attendance must be taken on a daily basis, beginning on the **FIRST** day of class. If a student misses the equivalent of more than six hours of class, the instructor will notify the CMS department office that the student is in violation of the Attendance Policy. Students who violate the Attendance Policy are not eligible to receive the grade "IP."; if the student does not pass the course with a "C" or better, the student receives an "F" for the course regardless of his or her course average.
- Students who attend class regularly, but are still not passing the course, are strongly encouraged to continue attending class and to participate in all activities (including quizzes/tests/final exam), as this will assist in preparing the student for the next semester. If the student makes this effort, a grade of "IP" will be assigned.
- A student who does not take the final exam will receive a course grade of "F".

Effective Fall 2013: UHD Class Attendance & Administrative Drop Procedure

- In accordance with this new policy, faculty members are required to monitor attendance for the first 10 class days of the semester for all of their classes, and include the following statement in their syllabi:

“Failure to attend class (face to face), engage course material (technology delivered classes only; or make contact with faculty to explain absence by the 10th class day of the semester will result in being administratively dropped from the course. This action may affect your enrollment status and/or your financial aid eligibility.”

- During the first 10 class days of the semester faculty members should alert students if they do not appear on the official roll and require the students to complete the registration process.
- After the first 10 class days but no later than the 12th class day (Census Day), faculty members are to notify the Registrar about students whose names appear on the roll but never attend class.
- At the final grading period, faculty members are to notify the Registrar of students who stop attending class by entering the date the student last attended class on the class grade roster.

Administrative Drop Criteria

Students who have not attended class, engaged in the first assessment (technology delivered classes only) nor made contact with the faculty member to explain the absence by the end of the 10th class day of the semester will be administratively dropped from the course.

Administrative drops from class(es) will be processed by the Registrar by the recommendation of the faculty member based on the following criteria:

- For face-to-face classes - the student has not attended class nor made contact with the faculty member to explain the absence by the end of the 10th class day of the semester
- For a technology-delivered course - the student has not engaged the course material or made contact with the faculty member to explain the absence by the first assessment or by the 10th class day of the semester.

After the first 10 class days but no later than the 12th class day (Census Day), the faculty member will electronically certify the class roster identifying students who meet the aforementioned criteria.

The Registrar will notify the students that they are being dropped from the class and then follow the required procedures to drop student with an effective date one day prior to the start of the first day of class.