

<b>Policy Number</b>	122.001
<b>Policy Title</b>	ATTENDANCE POLICY
<b>Responsible Officer</b>	University Registrar
<b>Responsible Office</b>	Office of the University Registrar
<b>Summary</b>	This policy provides attendance requirements for all classes, whether in class or online. For the awarding of credit and for the release of financial aid and federal funds, students must be considered “in attendance.”
<b>Definitions</b>	Attendance: presence in classes registered for. Online Course Attendance: active participation in the course described in the course syllabus.
<b>Approving Body</b>	Academic Council; Administrative Council
<b>Approval Date</b>	11.09.2018 (Aca C); 11.16.2018 (Adm C) 07.17.2023 (Aca C); 08.16.2023 (Adm C)
<b>Last Revision</b>	July 2023
<b>Re-evaluation Date</b>	Fall 2025
<b>Departmental Impact</b>	All academic areas

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

In accordance with federal regulations and CIU policy, students are expected to attend all class sessions for all registered courses. Unsatisfactory attendance for courses will result in a failing grade and potential loss or reduction of federal and institutional aid. Students are responsible for all course requirements regardless of any absences.

### Rationale

Courses at CIU are created with the intellectual and spiritual formation of students in mind. Attendance in these courses is vital in maintaining an academic and Christian community. In order for students to effectively acquire foundational knowledge and skills in any field of study and program at CIU, active presence and participation in registered courses is necessary.

Additionally, for receipt of federal funds, institutional financial aid, and academic credit, students must meet satisfactory attendance requirements. Initial attendance in all registered courses must be confirmed prior to the release of financial aid.

### Policy Procedures

#### Absences

Professors will provide their specific attendance policies, including penalties for absences, within their course syllabi. Professors are responsible for reporting student attendance. Students will receive a failing grade for any course in which they have missed more than 25 percent of the class sessions for any reason. This means automatic failure occurs at three (3) absences for a class meeting once a week, seven (7) absences for a class meeting twice a week, and eleven (11) absences for a class meeting three times a week.

Traveling for university-sponsored extracurricular activities (e.g. athletic competition) is still considered an absence and counts toward the 25 percent limit. Students are required to communicate with their professors before travel. Since this is a school sanctioned event, professors will work with individual students regarding assignment due dates. This may mean turning things in ahead of time and/or extended deadlines. This is determined by the individual professor.

If a student does not attend at least 75% of class periods, he/she may appeal based on unforeseen circumstances outside of his/her control. The student should provide documentation and be prepared to supplement any missed class time should

the appeal be granted. The appeal should be sent to the student's instructor who will consult with the dean of the course and the associate provost to make a determination.

*Failure to attend class does not constitute withdrawal.* A student must officially withdraw from a class through the Registrar's Office. Please see [Withdrawal Policy](#) for additional information.

#### *Online Courses*

*For 8 Week Online Courses:* Failure to attend (log in) an online course during the drop/add period will result in automatic drop from the course.

*For 5-6 Week Online Courses:* Failure to attend (log in) an online course during the drop/add period will result in an automatic drop from the course; two weeks of inactivity on course—no submitted assignment/quiz/discussion forum—will result in administrative withdrawal. Please see [Withdrawal Policy](#) for additional information.

#### *Veterans Receiving Military Benefits*

If a student is a military veteran and receiving government benefits, he or she is responsible for following the attendance regulations established by the Veterans Administration.

#### **Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)