

<b>Policy Number</b>	122.000
<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)
<b>Last Revision</b>	
<b>Re-evaluation Date</b>	Fall 2021
<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 in any case. *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.

### *Excused Absences*

Any student who misses class due to a verifiable family or individual health emergency or to a required appearance in a court of law shall be excused. The student must provide sufficient documentation in order for the absence to be excused. The student or a family member/legal guardian may report the absence to the Student Life Office, which will notify the student's dean's office, as well as Residence Life if the student lives on campus. The dean's office will disseminate the information to the appropriate faculty. Follow-up by the student with his or her professors is imperative. Students may need to consider a leave of absence, medical leave of absence, selected course withdrawals, etc., if they have missed a significant portion of classwork. Please see [Withdrawal Policy](#) for additional information.

### *Absences due to Co-Curricular Activities*

A student may be excused for participation in CIU authorized co-curricular and extracurricular activities. It is the responsibility of the student to communicate with instructors about excused absences and to confirm whether or not an absence will be excused. Notification of such absences does not relieve students of meeting course requirements. Students remain responsible for all work missed during any absence.

### *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)