



## **ACADEMIC OPERATING POLICY AND PROCEDURE**

DATE: November 17, 2015

NEXT REVIEW: Nov. 2019

SUBJECT: AOPP 3.6 -- CLASS ATTENDANCE AND GUIDELINES

PURPOSE: The purpose of this policy is to establish the guidelines for class attendance at Young Harris College.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Young Harris College considers the classroom experience to be a vital part of a comprehensive liberal arts experience and essential to academic success. When a student elects to enroll at Young Harris, he or she is responsible for adhering to the class attendance policy of the College.

The College expects that faculty members will establish an attendance policy appropriate to each course and enforce it. The professor's policy and the penalties to be imposed for violation of the policy should be published in the course syllabus.

It is also the policy of the College that absences will be excused for documented cases of official representation of the College (excuses for official representation of the College should be obtained from the official supervising the activity). However, students should not accrue excessive absences. Students who miss more than fifteen percent of class sessions, whether such absences were excused or unexcused, may (or may not, at the professor's discretion) receive a W, WF, or F in the course due to excessive absences. Faculty must make reasonable accommodations to allow students to complete assignments, with the potential of earning full credit, missed due to excused absences for official representation of the College.

Students have the responsibility to follow each professor's established attendance policy, to keep a record of their absences, to inform professors of the reasons for absences, and to make up all work missed in their absence. Students who register for a course after the first class meeting should check with the professor regarding their absences and material missed prior to enrollment.

When a student violates the attendance policy set by the professor, the professor may opt to withdraw or fail the student in the class. At that time, the professor notifies in writing both the student and the Vice President for Academic Affairs that the student has been withdrawn from the course. In cases where the excessive absences have been caused by extenuating circumstances, a student who has been withdrawn from a course may appeal the decision of the professor to the Vice President for Academic Affairs. This appeal must be made using the appeal form obtained from the Office of Academic Affairs and must be submitted to the Office of Academic Affairs no later than the class day following the day of notification. During the appeal procedure, the student will continue to attend meetings of the class in question. The decision of the Vice President for Academic Affairs is final.

For the sake of fair warning, when the penultimate absence occurs faculty are required to notify the student and the registrar, by email, that the next absence will result in a withdrawal.

### **RESPONSIBILITIES**

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

### **APPROVED BY:**

<u>/s/ Keith DeFoor</u>	11.17.15
Associate VP for Academic Affairs	Date
<u>/s/ Gary Myers</u>	11.17.15
Vice President for Academic Affairs	Date
<u>/s/ Gary Myers</u>	11.17.15
Chair, Academic Council	Date
<u>/s/ Matthew Byron</u>	12.10.15
President, Faculty Senate	Date

### **REVIEWED BY:**

<u>/s/ Tammy Gibson</u>	12.10.15
Registrar	Date

### **APPROVED:**

<u>/s/ Cathy Cox</u>	7.29.16
President	Date