

ADDENDUM 1: Revise the absence statement in the *Judson College Academic Catalog* to clarify policies.*

Students are expected to attend all class meetings and laboratories regularly and punctually and are responsible for all coursework. An absence is defined as non-attendance for any reason. If a student is absent more than twenty-five percent of the total meeting time during a semester or term, she will be assigned a grade of F in the course. The limit of absences before reaching twenty-five percent is ten (10) for a three-hour course meeting three times per week and six (6) for a three-hour course meeting two times per week. During short term, the limit of absences is eight (8) times in a class that meets five days per week. For a May Block only or June Block only course, the limit of absences is four (4) times. Tardiness and leaving class early may be penalized at the discretion of the faculty.

Since the maximum allowed absences includes both excused and unexcused absences, students are cautioned not to miss classes without good reason. However, students may seek to have an absence excused for make-up work purposes. Students are excused from regular class sessions and laboratories for approved, College-sponsored activities such as intercollegiate athletic competitions, music tours, and special events approved by the Academic Dean, Dean of Students, or the Athletic Director. Faculty and staff responsible for extra-curricular collegiate activities must provide the student with the dates and times of class conflicts well in advance of the event and are expected to schedule events in such a way as to minimize class conflicts. Students are responsible for providing faculty with the schedule of anticipated class conflicts, for meeting the regular deadlines associated with the course, and for coordinating in advance make-up work for any applicable in-class credit. If anticipated course conflicts exceed twenty-five percent of the course, the student should consult with her advisor about adjusting her schedule to accommodate that course at a better time.

Students may also seek an excused absence for an illness, a death of a member of the student's family, or other unanticipated extenuating circumstance. In the case of an absence for any unanticipated extenuating circumstances, documentation must be submitted to the Academic Dean, and the Academic Dean's administrative assistant will inform faculty that the absence has been excused. If an absence is excused, faculty should provide the student with any applicable make-up work and a reasonable time frame to complete outstanding assignments.

Students who obtain an excuse for an unanticipated absence are responsible for communicating with the professor in a timely manner to coordinate the completion of any make-up assignments or examinations. Faculty should not deduct participation points for excused absences.

The class attendance regulations for students conditionally admitted to Judson and for students on academic probation must be observed as long as the student remains in such status.

Students are encouraged to communicate closely with the instructor as it may be in their best interest after a certain number of absences to drop or audit. Under grave extenuating circumstances, when absences exceed the maximum number, the Academic Dean may waive the attendance policy given that all appropriate procedures have been followed. To petition the Academic Dean for an absence waiver, access the Extended Absence Excuse Form in the filing cabinet at Judson's website.

Judson College will consider the re-admittance of service members and reservists if they are temporarily unable to attend class or have to suspend their studies due to service requirements. Appropriate accommodations will be made for short absences resulting from service obligations on a case by case basis.

**This policy replaces the former "Class Attendance Policy," located on pages 81 and 82 of the 2019-2020 Academic Catalog, approved September 26, 2019.*

