

ATTENDANCE POLICY

Student Class Attendance

Students are expected to attend all of their scheduled classes, laboratories, or clinic sessions when reasonably possible. Some justified and unavoidable absences are expected. Absences in excess of 10% of the sessions scheduled may reduce the grade for the course. A student is expected to account for absences, preferably in advance, to the instructor of the course and, at the discretion of the instructor, to promptly make up the work missed. Students who miss classes while serving as jurors will not be penalized for such absences but will be required to make up classwork missed as a result of jury service.

The policy states the following:

1. During the two-week period immediately following the first day of class, each faculty member notifies the Office of Registrar of those students on the class roster who have never attended class or actively participated in their online course. The students will be dropped and the course will not appear on the students' permanent academic records.
2. Up until midterm or "last day to drop without academic penalty," the student must submit a course (<https://app.smartsheet.com/b/form/d982bf18b2c7413c9645f37ad93ec32f/>) or semester (<https://app.smartsheet.com/b/form/3e1562f11bc848e9b425d7f24b4e62cc/>) withdrawal to receive a grade of "W" on their academic record.
3. After midterm or "last day to drop without academic penalty," the student may request a course (<https://app.smartsheet.com/b/form/d982bf18b2c7413c9645f37ad93ec32f/>) or semester (<https://app.smartsheet.com/b/form/3e1562f11bc848e9b425d7f24b4e62cc/>) withdrawal to receive a grade of "WF" on their academic record.
4. The student is responsible for understanding the withdrawal process which may result in loss of financial aid.

Online Attendance

Attendance in online classes is verified in terms of participation, time spent in a particular unit or other part of online courseware, time spent in chats and online discussion, quality and quantity of chat and online discussion content, quality and quantity of e-mail, quality and quantity of course work, test participation, and other considerations. Distance learning courses at Albany State University are instructor-led classes, not independent study or correspondence courses. Students are expected to engage actively in the course content, participate in student-teacher and student-student communications, and complete assignments and tests according to the requirements and schedule of the course instructor.

Failure to participate, communicate, or meet course requirements within the time frame required by the instructor may reduce the grade for the course. Divisions or departments may have class attendance policies of a more specific nature within this general policy statement. Each instructor shall provide detailed policies and procedures in writing to each student at the beginning of the course.