



Policy: Attendance

Effective: June 1, 2019

Policy Type: Faculty

Responsible Department: Registrar Office

Policy: Faculty members determine the attendance policies in courses for which they are responsible, provide students with information describing their attendance policies, and determine the penalty for students who fail to attend class according to these stated policies.

- 1.0 Students attending their first semester in a Grace College and Seminary program are expected to have all final high school transcripts on file with the school. Failure of students to fulfill this obligation will cause the school to hold the student from registration and attendance of courses in future semesters until all expected documents are on file.
- 2.0 Students are expected to attend faithfully every course in which they are enrolled, including regularly logging into online courses. It is not uncommon for absences, especially unexcused absences, to affect a student's final grade. In some cases, absence just prior to or just after an institutional break may result in a more substantial penalty as outlined in the professor's syllabus.
- 3.0 Students should consult the attendance policy of the professor of record to determine policies, responsibilities, and penalties for excused and non-excused absences for individual courses. This applies to residential, adult-degree completion, online, graduate, and seminary students.
- 4.0 In the event a professor requires a written excuse for absences other than illness, students are asked to make requests in the Student Affairs Office. Excuses are given for funerals or family health emergencies, but are limited to immediate family members. Normally, family vacations, mission trips done other than under the auspices of the college, or social events such as weddings are not considered excused.
- 5.0 On-campus students who miss class due to illness should make an appointment to see the nurse in the Health Center for an excuse. Students who miss class for a doctor's appointment should provide an excuse from their medical provider. Non-traditional, graduate, and seminary students should obtain excuses per the instructions of the course instructor.
- 6.0 At each vacation period, it is expected that traditional residential students attend each of their classes schedule for the day before vacation, as well as be present for all classes scheduled the day after vacation, including Easter, Thanksgiving, Christmas and spring breaks.
- 7.0 Faculty should include their attendance policies in their syllabi and keep attendance records. At the end of the semester, the professor should retain attendance records or store them in the Academic Affairs Office.
- 8.0 Any time during the semester that class attendance becomes a concern for a particular student, faculty members should immediately notify the Learning Center for traditional residential students and the program director or dean for other students for follow-up with the student and notification of the appropriate offices, such as Financial Aid, about the situation.
- 9.0 Any time during the semester that class attendance becomes a concern for an online or SPOE student, faculty members should immediately notify the Academic Support Coordinator for follow-up with the student and notification of the appropriate offices, such as Financial Aid, about the situation.
- 10.0 For attendance issues relating to disciplinary action, see FINAL GRADE CHANGE POLICY.

Revision Process and History

- All revisions to the policy must be approved by Academic Affairs Committee and the Faculty.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template