
SUBJECT: STUDENT CLASS ATTENDANCE POLICY

PURPOSE: To define the policy governing student attendance.

GENERAL POLICY

Any instructor's modifications of this policy must be stated in his/her syllabus

STEP 1.

Warning--Attendance Violation

Students are expected to attend all classes. When a student has been absent for the equivalent of one week, the instructor completes a "Warning--Attendance Violation" form, which specifies such absences and warns the student that further absences can seriously jeopardize performance in the course and may result in the student being dropped from the course for non-attendance. The instructor shall be responsible for initiating the warning notice, signing the form for his or her department chair and placing his or her initials by the department chair's signature. The instructor shall also be responsible for sending a copy of the form to the student's department and mailing the warning notice to the student. "Warning--Attendance Violation" forms may be sent to students who are absent from developmental courses.

STEP 2.

Drop for Non-Attendance

A student may be dropped for non-attendance from courses at any time prior to the deadline for dropping courses or resigning from the University as specified in the Academic Calendar if, after the "Warning--Attendance Violation" notice is sent, the student accumulates further absences that, in the combined judgment of both the student's instructor and the instructor's department chair, will prevent the student from passing the course. A "Drop for Non-Attendance" form, which will result in a grade of "W" being recorded for the course on the student's permanent academic ledger, may be initiated by the instructor. After signing and dating the form, the instructor will forward it to his/her department chair. After the department chair signs the form, the department secretary will drop the student from the course. The secretary will forward copies of the "Drop for Non-Attendance" form to Admissions and Records, to the student, and to the student's department.

NOTE: Dropping a student from a course for non-attendance with a "W" is an option of the instructor and is not mandatory. If this option is not elected by the instructor, the student is subject to receiving an "F" in the course at the end of the semester.

STEP 3.

Student Options

Prior to the deadline for dropping courses or resigning from the University as specified in the Academic Calendar, but within 2 weeks of the date of the "Drop for Non-Attendance," whichever is sooner, a student who has been dropped for non-attendance may defend his/her delinquent attendance to the instructor, declare a firm intention to attend all remaining classes, and request reinstatement in the course by completing a "Request for Reinstatement of a Student Who Has Been Dropped for Non-Attendance" form and submitting the completed form to his instructor. If reinstatement appears justified in the combined judgment of the instructor and the student's department chair, the instructor will approve the "Request for Reinstatement of A Student who has been Dropped for Non-Attendance" form and submit this form to the student's department chair for his/her signature. Because the departments cannot add students to courses after certain deadlines, the department secretary will forward the request for reinstatement to Admissions and Records, where the student will be reinstated in the course. Admissions and Records will circulate copies of the reinstatement form to all parties involved. If a student seeks reinstatement, it is with the clear understanding that the student is responsible for all assignments missed and that all grades to be assigned will reflect the student's actual accomplishments.

After the deadline for dropping courses or resigning from the University as specified in the Academic Calendar, a student who remains officially enrolled in a course, including a student who has received a "Warning--Attendance Violation" notice, but who has not yet been officially dropped for non-attendance from a course, must complete the course or receive an "F" ("NC" if the action involves a non-graded developmental education course) at the end of the semester. A student who has been dropped for non-attendance may not, at this point, request reinstatement in the course.

REQUEST FOR REINSTATEMENT OF STUDENT
WHO HAS BEEN DROPPED FOR NON-ATTENDANCE

Student's Name: _____

Course and Section Number: _____

Date of Drop Action: _____

Student's Signature

Date

In accordance with the Attendance Policy at LSUA, this is to rescind the Drop for Non-Attendance initiated as noted above. It is our recommendation that the above student be reinstated on the official class roster.

Instructor

Date

Student's Department Chair

Date

Distribution:

Original form to Admissions and Records. After reinstating the student, Admissions and Records will send copies of the form to the student, to the student's instructor, and to the student's department.

