

Class Attendance

Scope: Who is Covered by this Policy?

Undergraduate Students

Policy

For religious observances that require absence from a class session and other required class activities. ~~For students in~~ a full semester or term course, ~~students~~ must give written notification to their instructor within the first two weeks of class of the religious event that prohibits class attendance and the date that will be missed, if officially known. Students enrolled in sprint or part-term courses must give written notification to their instructor within the first week of class. Instructors will, without prejudice, provide such students with reasonable accommodations for completing missed work. However, students are ultimately responsible for material covered in class, regardless of whether the student is absent or present.

Faculty are required to excuse a student's absence due to pregnancy or related conditions, including recovery from childbirth for as long as the student's doctor deems the absences to be necessary. When the student returns to classes the student must be provided the opportunity to make up any work missed. Alternatives include allowing the student to take an incomplete and complete the course at a later date, or retaking the course or taking an online course. For additional information go to: [Supporting the Academic Success of Pregnant and Parenting Students](#). ~~The University Senate also recognizes the need for flexibility when childcare responsibilities impact a student and urge instructors to accommodate students with childcare responsibilities.~~

~~It is the sense of the University Senate that faculty, student groups and organizations, and the University athletic coaching staff be sensitive to the academic needs of students and the need for students to comply with the attendance policies in their respective courses. In general, class absence should be avoided unless absolutely necessary. If a student is involved in activities that result in class absence (such as intercollegiate athletics, band, debate, other class activities, etc.), it is the student's responsibility to negotiate specific arrangements with individual instructors about any absences. The Senate also recognizes the fundamental value of extra- and co-curricular activities and their significance in students' overall educational experience.~~

as possible. Instructors may determine a reasonable amount of coursework that should be completed in order to make up the student's absence. Students are responsible for the prompt completion of any alternative assignments.

Students needing assistance regarding absences due to death, illness or other critical circumstance should contact the Office of the Dean of Students (Oxford) or the Student Services (regional campuses).

A student at MUDEC whose semester or term grade point average falls below 2.00 will be subject to dismissal from MUDEC at the end of that semester. Note that dismissal from MUDEC is not to be confused with “Academic Dismissal” from the University, as provided by the Grades and Scholarship policy of The Student Handbook. It should be taken to mean termination of enrollment at MUDEC.

Students are required to be enrolled fulltime at MUDEC for fall or spring semester for a minimum of 16 credit hours. Full-time enrollment for winter or summer term is governed by specific program rules. Full-year MUDEC students may average 16 credit hours per semester, provided that the larger number of hours is taken in the fall semester (i.e., 17 in Fall, 15 in Spring). Upon a showing of good cause and with the written permission of the Academic Dean of MUDEC, a student may drop below 16 credit hours, but not below 12 hours. A student who drops below 16 credit hours without the permission of the Academic Dean of MUDEC (or below 12 hours if previously given permission by the Academic Dean of MUDEC to drop below 16 hours) will have his or her enrollment at MUDEC terminated immediately. The MUDEC attendance policy parallels that which applies on the Ohio campuses. Classes are small, and professors are expected to take attendance and to have a late arrival policy.

Although travel is an important aspect of the MUDEC experience, students are to be reminded that academic work must be the top priority.

The Student Handbook Admission policy states, “Every student is expected to attend every class session for which the student is duly registered.” At MUDEC, this means from Monday morning through Friday, with classes ending around 1:00 p.m. Friday. The winter or summer term may carry alternate expectations, to be determined based upon the class requirements. MUDEC recognizes, however, that from time to time the need may arise for a student to miss a class. However, the number of such absences may not exceed the total number of credit hours of the course in question, and may in no case exceed THREE LECTURE HOURS (180 minutes) per course, even for a five-hour language course. If the number of absences exceeds the permitted limit, the student may be dropped from the class by the instructor (which could result in the student falling below the 16 credit-hour minimum for attendance at MUDEC and thus being in violation of the conditions for enrollment at MUDEC). A student may petition to the Committee of Advisors for an exception to both the semester grade point average rule and the attendance rule, in accordance with the provisions of the Scholastic Regulations section of the Undergraduate Academic Regulations policy in The Student Handbook, except that the “Committee of Advisors” at MUDEC shall be composed of two fulltime teaching faculty of MUDEC (who make their recommendation to the Academic Dean of MUDEC).

Policy Administration

Next Review Date

7/1/2023

Responsible Officer

- x Provost
- x Associate Vice President & Dean of Students
- x Senior Vice President/Enrollment Management & Student Success

Legal Authority

Not Applicable.

Compliance Policy

No

Revision History

Amended July 2020; [Amended July 2022](#)

Reference ID

Student Handbook 1.9

Reviewing Bodies

- x Provost
- x Associate Vice President & Dean of Students
- x Senior Vice President/Enrollment Management & Student Success
- x University Senate

Quick Links

- ~~x~~ [General Attendance Policies](#)
- ~~x~~ [The Miami University John E. Dolibois European Center \(MUDEC\) Attendance Policies](#)
 - ~~o~~ [Attendance and Grades](#)
 - ~~o~~ [Waivers](#)