CLASS ATTENDANCE POLICY for TRADITIONAL ON-GROUND COURSES

Johnson University attendance regulations are guided by the principle that in a traditional classroom setting students receive a benefit from the discussion, interaction, and emphasis of a class session which they can get no other way, even with the assignment of make-up work. To miss class is to experience a loss that may not show up on a final examination but is nevertheless real. Accordingly, the following regulations encourage faithful class attendance with allowances provided for necessary absences. The faculty of Johnson University recognizes two kinds of absences from class: administrative and personal.

Administrative Absences. Administrative absences are limited to absences imposed by the University schedule. They include absences related to the following: (1) intercollegiate athletics, (2) specified University music groups, (3) other groups or individuals approved for specific public relations responsibilities, (4) approved class field trips, (5) qualified professional meetings, and (6) special class assignments. Items 4, 5, and 6 must appear in the syllabus, be approved by the Provost, and require no more than one absence each.

To qualify for an administrative absence, a student must (1) present authorization to the professor of the class from the appropriate authority (coach, director of public relations, academic dean) prior to the absence, (2) submit any due assignments on or before the day of the absence and (3) complete the assigned make-up work no more than one week following the day of the absence. Administrative absences generally may not exceed four for any class during the term. Any absence beyond the four allowed will be treated as a personal absence. An exception is allowed for athletic teams who place in national championship tournaments.

Personal Absences. The faculty understands that there may be legitimate needs to miss classes and allows personal absences to meet those needs (sickness, family problems, Student Ministry, weddings, funerals, and the like). A student is allowed two personal absences per class per term without penalty. More than two will result in a grade penalty as described in the class syllabus. More than six total absences will result in failure of that course.

Make-up work for each absence must be submitted within one week of the day of the absence. Any due class assignments must be submitted on or before the day of the absence. Failure to complete make-up work on time or failure to complete it satisfactorily will result in a reduction of the final grade for the course.

Total Absences. Total number of absences (administrative and personal) may not exceed six. A student will fail the class if total absences exceed six. Any exception to the total absence policy must be made by the faculty upon a written petition from the student to the academic dean. Petitions must include explanations of the absences from which the student is seeking relief and appropriate documentation.

This policy is based on the fact that most classes meet twice a week. It allows for one week of absences without penalty. If a class meets at a rate different from twice a week, the class syllabus will spell out the absence policy for that class in terms of the number of class absences that equal missing one-week’s worth of classes.

Tardiness. Students are considered late for class if they arrive after roll has been taken. Every three times a student comes late will be charged as an absence.