

Attendance

Discipline

The faculty member shall have jurisdiction over the classroom and shall take measures to maintain discipline in conformity with the regulations of the University.

Cancellation of Class Meeting

If the faculty member is not present ten minutes after the scheduled beginning of a class, the class is cancelled. The class will select one class member to report the cancellation to the Department Chair/School Director of the appropriate academic department/school or the Dean of the College.

Class Attendance

Students are expected to be on time for all scheduled classes and laboratory sections and are responsible for handing in all required work on time.

Faculty are responsible for clearly stating the course attendance policy on the syllabus. Unless stated otherwise, the maximum number of permitted absences is the number of times the course meets per week. Faculty members may assign a grade of F to students whose total absences, excused, or unexcused, equals or exceeds 15% of the class meetings, if this policy is stated on the syllabus. Faculty may allow students with passing grades to exceed the 15% limit.

If a student has reached the maximum number of permitted absences, the faculty member may send an email warning to the student of impending dismissal from class with a grade of F. If a student continues to be absent from class, following the warning email notice, the faculty member will send an email to the student that s/he has been removed from the class with a grade of F.

Attendance is taken on the first day of each class. Students who are absent on the first class day will be reported, by the faculty, to the Registrar. The Registrar will drop students from classes in which they did not attend the first day. There is no record of dropped courses on transcripts. Exceptions may be granted to students who are unavoidably absent as defined by the excused absence section of this policy.

Attendance is taken before the last day to withdraw from classes (60% day of the term). Faculty must submit names of students who stop attending to the Registrar by the deadline established by the Registrar, which shall be no later than the last day to withdraw. Students who have stopped attending a class, for which they are registered, will be withdrawn from the class with a grade of W on the official transcript.

Faculty should contact students who stop attending to encourage these students to Withdraw from class prior to the Withdraw deadline, so that these students are not assigned an F grade. Faculty should also contact the Center for Student Success at extension 2355, or email success@norwich.edu, when students stop attending.

Faculty must enter the last day of academic activity when they assign an F grade at the end of a term. Based on the date entered, students may be subject to financial aid re-payment.

Excused Absences

The following will be considered excused absences, by the Office of the Senior Vice President of Academic Affairs, who is the authority on academic policy.

- Documented debilitating illness
- Emergency leave, as approved by the Commandant or Dean of Students
- Single-day course field trips, military obligations for students contracted for commissions in the US military and other military obligations beyond the student's control, varsity athletic contests, and regimental band appearances.

For these types of excused absences, students are required to submit a formal notice of their expected absence to their instructors at least six calendar days in advance. Faculty may deny an excused absence for students currently achieving a D+ or lower grade in their course if the faculty member believes that additional absences will be a serious detriment to the student. Faculty members must promptly notify the coach, or appropriate official, of their denial.

Faculty will, in conjunction with students, schedule a make-up exam or a make-up lab, or other appropriate work in lieu thereof, for students with excused absences.

Students are responsible for all missed coursework.