

## **McNeese State University Class Attendance Policy**

Class attendance is regarded as an obligation as well as a privilege, and students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the University.

1. Each instructor will keep a permanent record for each class. These records are subject to inspection by appropriate University officials.
2. Instructors are required to state in their syllabi their expectations regarding class attendance and make-up policies; instructors using the university attendance policy must clearly state so in their syllabi and must either supply students with a copy of the policy or provide the web link through which students can access the policy online. Syllabi must be distributed during the first week of the semester.
3. A student must submit excuses for all class absences within the time frame specified by the instructor. The instructor will accept an official University excuse. Students must present proof of participation in University-sponsored events which constitute an official excuse for absence from class (band trips, special field trips, athletic team trips, etc.). Each instructor is to determine whether any other absence is excused or unexcused; medical excuses may be subject to verification.
4. If a student misses an examination, it is the student's responsibility to present an excuse to the instructor within the time frame specified by the instructor and to arrange a date and place of examination.
5. If a student receives unexcused absences in excess of ten percent of total classes, and instructor may assign a "WN" (withdrawal for non-absence) as a final grade. Because individual instructors may or may not choose to implement this policy, a student who stops attending classes should not assume a "WN" will automatically be assigned. Students are responsible for understanding attendance policies as noted in the syllabus for each class in which they are enrolled; they are responsible for monitoring their own status with regards to absences and should communicate with their instructors as to whether specific absences are excused or unexcused. Students who do not comply with the attendance policy in a class in which the instructor has opted to implement it may receive a grade of "WN" despite any other grades earned in that class.
6. If a student's excused and unexcused absences exceed forty percent of the total classes, and instructor may assign a "WN" for a final grade if the student does not withdraw from the course following established University procedures.
7. NOTE: All recipients of federal financial aid should contact the Office of Financial Aid and consult the section of the catalogue concerning financial aid to understand the implications of these attendance regulations on funding and the repayment of funding received. In addition, students should understand that failure to comply with these regulations may have an impact on TOPS eligibility, private insurance coverage, tax status, etc.

Effective Fall 2003