





National University of Health Sciences General Policies

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President 	Date			

POLICY STATEMENT

In response to various state statutes concerning student attendance in first professional institutions and in an effort to promote an active learning environment in the classroom the following student attendance policy will be applied.

Faculty is responsible for taking roll and maintaining a record of attendance for each class session. The method used is at the discretion of the faculty member. Reports of said attendance shall be filed with the appropriate Dean in accord with current procedures.

Students are permitted 10% absenteeism in each class after which he/she will be issued a grade of F for that course. Students are admonished to maintain a record of attendance for themselves, although the record of the faculty member will be the official record. These absenteeism's are to be used for emergencies, not to just be used and then plead for mercy when an emergency takes absences over the 10% limit. Faculty members will notify each student if the attendance record indicates that the student is in jeopardy.

The instructor of record for said class in consultation with the appropriate Dean may make excused absences on a case-by-case basis.

Exceptions to the 10% rule cannot exceed the equivalent of two weeks of course work in a given class during a trimester. Excused absences must be submitted prior to the day of the class however where extenuating circumstances prohibit prior notice, the request must be made without delay. The instructor of record may require that excused absence request be made in writing, with documentation supporting the request.

EXCUSED ABSENCE

An excused absence is official permission given by the course instructor to the student to make up class work resulting from extenuating circumstances beyond the student's control. The student is to inform the faculty member of these circumstances in a timely manner.

Extenuating circumstances would include, but are not limited to:

- verified death of an immediate family member,
- incapacitating personal illness or injury, or personal catastrophe,
- major religious holy day observance(s) of the student's practicing faith,
- non-reschedulable military service.

If the student does not complete the required make-up work assigned by the instructor, the excused absence will not be an exception to the 10% rule of attendance.

Disputes regarding the student attendance record will be referred to the appropriate dean.

TARDINESS

Students are expected to be on time and prepared for class. A student will be marked as tardy (T) or left early (Y) if they are not in attendance at the start of the class or leave prior to the class ending up to a maximum of 15 minutes. A tardy or left early designation does not count as an absence. Students who enter class after the 15 minute mark or leave prior to the regularly scheduled class time will be counted as absent, which does count towards the 10% rule. The instructor keeps the official class time. Students who have a legitimate excuse for being late greater than 15 minutes may appeal to the instructor for an excused absence.

Institutional emergency closing due to weather or other unforeseen circumstances in which the campus is closed are excused absences.