

## Attendance Guidelines

At Augustana, we assume that students learn best in an environment that educates the whole person. As a community, we expect our students to have varied interests, and we take pride not only in their academic successes, but also in their accomplishments as musicians, athletes, actors and activists. Occasionally, however, our students have difficulty balancing their multiple interests or personal circumstances with their academic commitments. The following document intends to provide faculty with some guidance in crafting their attendance policies so as to clearly communicate our academic priorities while making reasonable accommodations for students in those situations when their interests collide, or their life circumstances make perfect attendance a challenge.

Students are expected to:

- attend classes regularly and participate fully in class activities.
- familiarize themselves with the instructor's attendance policy and abide by it.
- if necessary, request an excused absence during the first week the course meets (or as soon as possible if the activity is rescheduled) in order to participate in a pre-scheduled, college-sponsored activity.
- recognize that there are courses that place significant weight on in-class participation and in-class projects, for which missing class for any reason could have an impact on the grade.
- in the case of illness or family emergency, notify instructors as soon as they are able about the length of time they will be absent from a course.
- provide written verification to the instructor for extended or irregular absences (e.g., from the coordinator of medical support, the Dean of Students Office, etc.)
- assume responsibility for work missed during absences.
- understand that faculty members are not obligated to accept late assignments or to permit late examinations resulting from unexcused absences.
- recognize that they must occasionally make choices between competing priorities, and take responsibility for those choices.

Instructors are expected to:

- establish and clearly communicate their attendance policies in course syllabi.
- clearly communicate in the syllabus the importance of attendance and participation as they relate to success in the course.
- recognize that there may be situations in which an absence should be considered "excused." "Excused absences" are those classes that are missed for reasons that the professor or college deem to be appropriate and should, therefore, warrant special consideration unless the accumulation of such absences compromises the student's ability to remain engaged in the course.

This last point is, perhaps, the heart of the matter. There are times when college-sponsored activities are sufficiently important to require accommodation. While the most common of these might be athletic competitions, these also may include choir tours, band concerts and field trips sponsored by an academic department. In addition to these college-sponsored activities, there may be other situations that also warrant consideration as excused absences. For example, a student may be asked to deliver a keynote speech on Martin Luther King Day at Rock Island's MLK Center during a class lecture period.

- In an effort to provide professors with guidance regarding excused absences, we offer the following additional guidelines. The final decision should be based on the overall content and structure of the course, the types of classes missed, whether accommodations are available and similar considerations.
- It is reasonable that students may miss up to 10% of a course due to college-sponsored activities, verified illness or family emergencies without academic penalty.
- It is expected that students make a case for absences beyond 10% of the course. Academic penalties may result from missing anything above 10-20% of the course.
- Missing over 20% of the course may be considered excessive and could result in significant academic penalty or being asked to drop the course.