



UWS course instructors describe student attendance and participation expectations in their course syllabi. Syllabus statements must comply with UWS policies.

On-Campus Classes

In courses with required attendance, the course syllabus includes the method of tracking attendance, the maximum number of allowable absences (to be no more than 30 percent of the course contact time), and the consequence(s) for exceeding the maximum number of allowable absences for the course. At the discretion of the instructor, attendance may be included as a portion of the course grade, not to exceed a 10 percent grade weighting.

When the instructor's records indicate that a student has reached the maximum number of allowable absences, the course instructor immediately notifies the student in writing or via email that additional absences will result in the consequences stated in the course syllabus or in applicable university policy. The instructor notifies the registrar, in writing or via email, when a student does not complete the first exam or assignment of the term within five days of the scheduled exam/assignment. If an instructor reports to the registrar that a student has exceeded the maximum number of allowable absences, the student is administratively withdrawn from the course. A student has been administratively withdrawn from a course may not be re-instated in the same course in the same term.

A student who is absent from a class, for any reason, is responsible for all course assignments and/or requirements and for meeting the associated deadline. The student must contact the instructor prior to the absence, if foreseen, or as soon as possible following the absence, if unforeseen, to ensure that all requirements are met. The instructor may require documentation of an absence in determining if a student will be allowed to make up missed work or exams. A student who is absent due to a university-recognized religious observance is excused from the attendance requirement for the class or clinic time missed if the instructor is notified in advance.

Exam Absences

Under exceptional circumstances (an unavoidable absence, beyond the student's control, due to verifiable circumstances acceptable to the instructor), the instructor may allow a student to make up a missed exam. See [Policy 1223 Make-up Examinations](#).

Tardiness

Instructors may refuse entry to students who are tardy and/or disruptive to class proceedings. At the discretion of the instructor, and when stated in the course syllabus, tardiness that exceeds the stated allowable time interval may be recorded as an unexcused absence.

Online Classes

Students enrolled in online classes must submit a graded assignment/discussion through the UWS learning management system (LMS) during the first week of class, no later than Sunday at 11:59 p.m. Pacific Time. If a student does not submit during the first week of class, the student is automatically administratively withdrawn from the course for non-participation. The instructor immediately notifies the registrar's office, in writing or via email, of the non-participation. Once a student has been

Policy 1204 Attendance and Tardiness

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administratively withdrawn from a course for non-participation, the student may not be re-instated in the same course in the same term.

If the student stops participating after week one and is not administratively withdrawn, the student may receive an Unearned F (UF) grade, as defined in [Policy 1207 Grading System](#).

Hybrid Classes

Students who fail to meet attendance and participation requirements during the first week of class may be administratively withdrawn from the class. If a student has been administratively withdrawn from a course for non-participation, the student may not be re-instated in the same course in the same term.

Jurisdictional Regulations Related to Attendance

Students are responsible for being aware of and complying with any applicable attendance requirements established by the jurisdiction in which they plan to seek licensure.

Related Policies:

[Policy 1207 Grading System](#)
[Policy 1215 Drop Add Period](#)
[Policy 1218 Academic Standing](#)
[Policy 1223 Make-up Examinations](#)
[Policy 1239 Leave of Absence and Withdrawal](#)
[Policy 3021 Tuition and Fees Refunds](#)
[Policy 3804 Satisfactory Academic Progress](#)
[Policy 9001 Student Conduct](#)
[Policy 9009 Student Grievance and Appeal](#)

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