



University of Western States (UWS) instructors provide student attendance, tardiness, and course participation expectations in their course syllabi. Syllabus statements must comply with UWS policies.

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.

### **Attendance and Tardiness**

#### **Attendance Requirements for Synchronous Courses**

An instructor may require attendance for courses that are taught synchronously, whether in person or online. The course syllabus includes the requirements for course participation and the consequences of not meeting those requirements. 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.

#### **Absence from a Synchronous Course**

A student who is absent, for any reason, from a course that is taught synchronously is responsible for all course assignments and/or requirements and for meeting the associated deadlines. 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. If requested by the instructor, the dean or program director may require documentation from the student of the reason for an absence in determining if a student will be allowed to make up missed work.

#### ***Exam Absences***

Under exceptional circumstances (an unavoidable absence, beyond the student's control, due to verifiable circumstances) as determined by the dean, the dean or program director may allow a student to make up a missed exam. See [Policy 1223 Make-up Examinations](#).

#### **Absence from a Synchronous Course Due to Religious Observance**

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. A student must inform the instructor of the planned absence at least five (5) business days prior, or as soon as possible for religious observances that occur within the first five (5) business days of the academic term.

#### **Tardiness in Synchronous Courses**

Instructors may refuse entry to students who are tardy. 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.



### Course Participation

#### **Week One (1) Participation Requirements**

A student who does not participate during a course in week one (1) of the term may be administratively withdrawn from the course. For asynchronous online courses, participation in week one (1) is demonstrated by submitting an 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. For courses with synchronous requirements in week one (1), attendance is sufficient to demonstrate participation.

A student who has been administratively withdrawn from a course may not be reinstated in the same course in the same term. Administrative withdrawal for failure to participate in week one (1) may result in a change to a student's enrollment status.

Individual instructors may not waive the week one (1) participation requirement.

#### **Related Policies:**

[Policy 1203 Enrollment Status](#)

[Policy 1207 Grading System](#)

[Policy 1215 Drop Add Period](#)

[Policy 1218 Academic Standing and Satisfactory Academic Progress](#)

[Policy 1223 Make-up Examinations](#)

[Policy 1239 Continuous Enrollment, Withdrawal, Dismissal and Expulsion](#)

[Policy 3021 Tuition and Fees Refunds](#)

[Policy 9009 Student Appeal of a University Decision](#)

**Key Words:** administrative withdrawal, attendance, participation, syllabus, tardiness