

# Class Attendance and Excessive Absence Policy

## Class Attendance

Regular class attendance is required of all students. King's College regards student participation in class as essential to the learning process. The attendance policy for each course is determined by the instructor and stated on the course syllabus. Instructors are expected to explain the attendance policy and expectations for their course, including the conditions under which missed course work may be made up and the number of absences permitted before penalties may be incurred.

Any uncertainties a student has regarding class attendance are to be addressed to the class instructor, then to the instructor's Department Chair, then to the instructor's Dean. **Regardless of the reason for the absence, the student is always responsible for contacting the instructor to arrange for class work missed.**

## Notification of Instructors Regarding Absences Due to College-Sanctioned Activities

Students must inform their instructors in advance and as early as possible regarding absences related to College-sanctioned activities. Students are required to complete all assignments missed due to such absences. Students may obtain appropriate written documentation for absences due to participation in College-sanctioned activities via:

- Chairperson of the Theatre Department for College Theater productions
- The Athletics Director's Office, for intercollegiate athletics
- The Faculty Advisor or Associate Vice President for Academic Success or designee, for academic related activity
- Associate Vice President for Student Affairs and Dean of Students, for leadership programs.

While the College does not set a limit on the number of absences due to participation in College-sponsored activities, it does expect students to act responsibly in choosing course schedules that eliminate conflicts between academic and non-academic obligations. Students are expected to discuss with their instructor(s) if absences due to College-sanctioned activities are excessive, and bring the advisors listed above into the conversation if need be.

## Assistance with Extended and Special Circumstance Absences Notifications

There are times when students may have extenuating circumstances or situations (i.e., family emergency, special health circumstances) that may translate into an extended absence from class. In these cases, students should immediately notify and provide appropriate documentation to the Associate Vice President for Student Affairs and Dean of Students Office ([studentaffairs@kings.edu](mailto:studentaffairs@kings.edu) or (570) 208-5875). Upon request, the Associate Vice President and Dean of Students will *notify* the student's instructors and other appropriate offices on campus regarding extended absences; however, Student Affairs or other College entity cannot *excuse* the absence. Documentation may be a doctor's note, copy of an obituary, notification of appearance at court or jury duty, etc. For absences of three days or more due to illness, the student must provide medical documentation.

## Documentation from King's Student Health Center

Upon the student's request at the time of a clinic visit, the clinician will provide written confirmation of their visit in the Student Health Center. Information will include the date and time that the service was rendered to the patient. When it is necessary for a student to not attend class or activities due to a serious illness, the contagious nature of an illness, or the need for bed rest or limited activity, this will be indicated on the note under *Special Instructions*. Otherwise, no personal information regarding the reason for the visit will be included on the note to protect confidentiality. Student health does not provide a "note" or medical excuse under any other circumstance.

## Excessive Absence Reports by Instructors

Excessive absence is defined as absence from a class greater than the number of times a class meets each week. For example, in a class that meets twice a week, a third absence is considered excessive. For evening classes that meet once each week, a second absence is considered excessive. Instructors may report excessive absences through the Academic Alert system and to the Associate Vice President for Academic Success or designee but are free to report absences using a more rigorous standard. When a student is contacted by the Associate Vice President for Academic Success or designee due to excessive absence, the student must meet with their Academic Advisor to discuss the matter.

## Grievances

Grievances arising from the implementation of class attendance policies may be addressed by means of the College's Academic Grievance procedure found in the College Catalog ([www.kings.edu/academics/essentials/registrar](http://www.kings.edu/academics/essentials/registrar)).