Policy Number: **D4.0**

**Policy Name: ATTENDANCE**

For information about Leave of Absence see policy D18.

I. **STUDENT RESPONSIBILITIES**

A. It is the responsibility of all students to attend their scheduled classes regularly and punctually in order to promote their progress and to maintain conditions conducive to effective learning.

B. Absences, for whatever reason, do not relieve students of their responsibility for fulfilling normal requirements in any course. In particular, it is the student’s responsibility to make individual arrangements in advance of missing class due to personal obligations such as religious holidays, job interviews, athletic contests, etc., in order that he or she may meet his or her obligations without penalty for missing class.

C. Non-attendance does not constitute an official withdrawal and may result in a failing grade.

D. A student is not required to file excuses for absences unless expected to do so by the instructor.

E. In those sponsored programs which require class attendance of students, it is the student's responsibility to request weekly verification of attendance. In such programs the faculty are expected to honor such requests.

II. **INSTRUCTOR RESPONSIBILITIES**

A. Instructors are not required to maintain formal attendance records of students in their classes. As cases of serious absences become known, the student's advisor or department should be notified.

B. Each instructor is required to review their class lists every term and report non-attending students to the Office of the Registrar.

C. In those sponsored programs which require class attendance of students, it is the student's responsibility to request weekly verification of attendance. In such programs the faculty are expected to honor such requests.
III. EXPULSION OF STUDENTS FROM CLASS

An instructor may expel a student from class for no more than one class session. If the instructor wishes to exclude the student for a longer period, a recommendation must be made in writing to the head of the department in which the student is registered. The written recommendation must include all supporting information. Appeal of a sustained expulsion for longer than one class session can be made by the student to the dean of the college in which the course is offered and/or the Academic Conduct Committee of that college, with a final appeal available to the Institute Appeals Board. See policy D17 Academic Conduct and Appeals.

Responsible Office: Office of the Provost. Inquiries may be directed to:

Office of the Provost
academicaffairs@rit.edu

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