

ATTENDANCE POLICY & PROCEDURES



Undergraduate On Campus Courses

Unlike some forms of learning, a residential program of education is designed as an in-class learning experience. In this instructional setting, the ability to pass examinations and complete outside projects is only a partial measure of the knowledge, skills, understanding, and appreciation a student may or may not have. Therefore, it is absolutely essential for each student to establish and maintain regular and punctual class attendance. Students may leave class early only by special permission of their instructor. Those scheduled for chapel ministry generally need no more than 5 minutes for preparation.

This policy is designed to assist students in the following ways: 1) to provide the necessary support for new students and at-risk students, 2) to provide a process of developing personal responsibility as students mature through their programs, 3) to provide latitude for students who represent Nelson University on University-sponsored activities under the direct guidance of designated sponsors.

Attendance is taken during every class meeting and begins on the first day each class begins for the semester (even if a student registers late for the class). Nelson University's attendance policy takes into account the possibility that students may need to be absent from class on occasion due to serious illness or unavoidable circumstances. Absences which exceed the allowable number of times a class meets, regardless of the nature or reason for the absences, will result in the student being automatically administratively dropped from the course, receiving a grade of "WP, WF, or WC" depending on the type of class and what grade the student earned. (The student will be assessed the established course withdrawal fee.)

The following is a chart of allowed absences for Undergraduate On Campus classes:

Day of Week Class Meets	Developmental Classes Absences Allowed	1000-2000 Level Absences Allowed	3000-4000 Level Absences Allowed
M/W/F	5% unexcused and 25% excused* or 2 unexcused and 10 excused	Cannot exceed 30% of 12 per semester	Roll must be taken. No minimum attendance numbers are required.
T/TH	5% unexcused and 25% excused* or 1 unexcused and 7 excused	Cannot exceed 30% or 8 per semester	Roll must be taken. No minimum attendance numbers are required.
Nights/Weekends	5% unexcused and 25% excused* or 1 unexcused and 3 excused	Cannot exceed 30% or 4 per semester	Roll must be taken. No minimum attendance numbers are required.

*Excuses will be approved via Academic Services.

If a class meets twice a week, two tardies qualify as an absence. If a class meets three times a week, then three tardies constitute an absence. Students missing fifteen minutes of a class will be counted absent.

A student who is absent from a class is responsible to make the appropriate advanced arrangements with the faculty member for possible make-up work. The faculty member will have the prerogative to determine if a student may make up any examinations or outside assignments due to a student's absence, along with the time frame in which the work must be completed. Students may receive reduced or no credit for work missed in class due to absence, however, no point reduction will be imposed upon a student's final grade for absenteeism.