

# Attendance Policy

## **Philosophy of Attendance**

The Vincennes University policy is premised upon the notion that students will attend all sessions of the classes in which they are enrolled. This policy supports Vincennes University's philosophy that students benefit most from the people and facilities provided by the citizens of Indiana through proper and adequate class attendance. Consequently, missing class for any reason will be regarded as an absence. When absences result from an approved and required University activity, they will not be counted against a student, and the work missed may be made up. Vincennes University believes that students who participate in University-sponsored activities and faculty developed field trips must develop habits of attendance consistent with such participation, or voluntarily refrain from such participation. For whatever reason an absence occurs, the student is responsible for the work missed.

## **University Sanctioned Absences**

University sanctioned absences include military obligation, COVID-19 related absences, mandatory court appearances, and participation in university activities at the request of university authorities. Quarantined students are not to be penalized for physical absence, but may be expected to complete class work and activities as assigned. Instructors are expected to be flexible in allowing students to make up work missed due to a University sanctioned absences. Instructors and students may consult with the Dean of Students Office on events that constitute official university sanctioned events.

## **Procedures for Verification of Absences by Students**

In most cases, absences which occur as the result of participation in a University-sponsored event--for example, intercollegiate sporting events--need no verification provided by the student. Usually, professors who develop field trips that require students to miss the classes of other faculty members will inform the Dean of Students of that event, the names of students involved, and the names of the professors (as provided to the sponsoring faculty person by the students), whose classes will be missed, and the Dean of Students will send an official notice to all professors on the listing. However, it is always to the students' benefit to make certain that their professors are aware of their participation in University-sponsored events or course-related field trips. When a student misses class for some reason other than a University-sponsored or course-related event, the responsibility to provide verification to the Dean of Students' Office falls directly and solely upon the student.

1. Upon his/her return to classes, the student must complete an Absence form, available at the Office of the Dean of Students. At that time, the student must provide verification of the reason for absences such as illness treated by an off-campus physician, a court appearance, a death in the family, among other possible situations. (Verification means to document that the reason is true by providing evidence.)
2. Any student who visits the campus nurse as part of a limited illness must fill out an Absence form as part of that visit if an absence is advised by the nurse. The University Health Services personnel are the only University staff authorized to offer verification of a student's illness.
3. Students who wish to make-up work (tests, quizzes, laboratory sessions, paper submissions, among others) missed as the consequence of a non-University caused absence must complete a

Request for Make-up Privilege form at the Office of the Dean of Students. The final decision in this matter is made by the faculty person.

### **Drops for Attendance and Procedures for Student Appeals**

Students who miss class hours totaling twice the number of credit hours awarded for the course, or the equivalent of two weeks of class instruction are eligible to be dropped from class. The faculty member may initiate the Drop for Non-Attendance form unless the student provides compelling evidence to the contrary. The Dean of Students notifies students when they have been dropped from class and of their right to appeal. Only the student may appeal such a drop for non-attendance, and the student has two possible avenues for appeal.

1. The student may appeal directly to the faculty person for readmission to the course and must provide evidence of extenuating circumstances that caused the absences. The faculty person has the option to readmit the student without a formal appeal hearing.
2. The student may appeal the drop for attendance at the Dean of Students' Office by completing a Drop Petition Appeal form. The Dean of Students will then convene a hearing for the appeal at which readmission will be granted or denied. If there is extenuating information/ evidence unknown to the faculty person or Dean of Students, the student is responsible to provide that information/evidence. (The hearing is conducted by the Dean or Assistant Dean of Students and is attended by the student, the faculty person involved, and the faculty person's Dean or a representative of that Dean.