

## **Emergency Attendance Policy Modification**

Policy for 16 week courses

### **Short Term Leave**

Upon presentation of documentation to the Dean of Students Office, students who will miss between one to three weeks of classes will work with their instructor(s) to develop a plan to catch up on the work they have missed.

1. Up to the Friday of the 10<sup>th</sup> week of instruction, students have the ability to withdraw from one or several classes.
  - a. Students who withdraw may need to return portions of their financial aid. Students should contact the Financial Aid Office prior to withdrawing. A final grade of “W” (Withdrawal) will be entered on the student’s transcript for all courses from which a student withdraws.
2. If the short term leave event and its subsequent related absences take place after the 10<sup>th</sup> week of instruction, students may petition the Dean of the college where the course is housed to obtain a late withdrawal from a single class. Students who wish to withdraw from all of their classes can petition the Dean of Students.
  - a. Students may need to return portions of their financial aid reward. Students should contact the Financial Aid Office prior to withdrawing. A final grade of “W” (Withdrawal) will be entered on the student’s transcript for all courses from which a student withdraws.
3. Students unable to attend or participate after the 13<sup>th</sup> week for a relatively short duration (which may include exam week) may arrange for an incomplete with provisions to make up any late semester work and final exam(s).

### **Long Term Leave**

Students who miss more than three weeks of course work due to a health condition or personal trauma should notify the Dean of Students. The student should explain the circumstances of their absence and, with the assistance of the Dean of Students, work with each of their faculty members to agree upon a plan of action. In most cases, students will be asked to provide documentation or other evidence.

If necessary, these students may withdraw from the university and will go through one of the two following processes depending upon when the student withdraws.

1. Withdraw from the University up to and including the 10<sup>th</sup> week of instruction:
  - a. Students who withdraw may need to return portions of their financial aid. Students should contact the Financial Aid Office prior to withdrawing. A final grade of “W” (Withdrawal) will be entered on the student’s transcript for all courses from which a student withdraws.
2. Withdraw from the University after the 10<sup>th</sup> week of instruction:
  - a. Students who leave the university after the 10<sup>th</sup> week of instruction should work with the Dean of the College where the course is housed, in conjunction with the Dean of Students Office. The relevant College Dean will assist the student in reviewing the student’s eligibility for credit for their courses on a course-by-course basis with the instructor.

- i. If the course is substantially complete and the student has done satisfactory work, the student should receive the grade earned at the time.
- ii. If the instructor establishes that the course is not quite substantially complete and the student requests it, the instructor can follow the procedure for an Incomplete, with the agreement of the Dean of the College where the course is housed.
- iii. When it is deemed that no credit can be awarded, the student can be administratively withdrawn from the course. A final grade of “W” (Withdrawal) will be entered on the student’s transcript for all courses from which a student withdraws.