

**A. POLICY STATEMENT**

Stephens College requires the active academic engagement of students in all of their coursework, appropriate to the course delivery system, credit assignment, and instructor policies on attendance.

**B. PURPOSE**

This policy establishes the expectations for class attendance and/or academic engagement at Stephens College.

**C. SCOPE**

Stephens College undergraduate and graduate students

**D. UNDERGRADUATE STUDENTS**Attendance Policy

Stephens College emphasizes the importance of active participation in courses. A student must attend the first class meeting to confirm enrollment in each course. If the student fails to attend the first meeting without having been excused prior to the beginning of class, the instructor has the right to require the student to drop the course. Thus, failure to attend may result in a student's seat being released to a student on the course wait list. Students are expected to attend class. Absence from class for any reason counts as an absence and does not exempt a student from completion of all work required for a course. Students who know of a pending absence are responsible for notifying the instructor so arrangements can be made to complete the work. It is the faculty member's prerogative to decide whether or not work may be made up.

Faculty determine the attendance policy for their classes, which must be included in every course syllabus to ensure students are fully aware of the requirement. It is permissible to use attendance as a factor in determining a student's grade.

**E. GRADUATE STUDENTS**Participation and Contribution Policy

Stephens College emphasizes the importance of active participation in courses. Students must establish contact with the course instructor on the course start date. If the student does not submit assignments as directed, the instructor has the right to require the student to drop the course, or be awarded a failing grade at the end of the course unless an approved withdrawal is granted by the instructor. Students are expected to regularly participate as directed by the instructor.

Lack of participation from class for any reason does not exempt a student from completion of all work required for a course. Instructors determine the participation and contribution policy for their classes. It is permissible to use participation and contribution as a factor in determining a student's grade and to lower the amount of credit awarded for a course.