

## 2021-2022 Attendance Policy

### Class Attendance

Trevecca Nazarene University is committed to the idea that regular class attendance is necessary for student success; consequently, students are expected to attend all class sessions of courses for which they are registered. When absent, the student is personally responsible for all class work assigned in a course, even during the absence, and should take the initiative to contact the instructor and discuss an appropriate course of action. Attendance counts from the first day of a course whether students are registered or not.

The total number of excused and unexcused absences for a student should not exceed 20% of the total class time. Discretion is granted to faculty to make exceptions, within reason, for students with excused absences. Those exceptions are generally reserved for the engaged student (i.e., a student that is prepared for class, attentive and participatory in class discussions, consistent and effective communication with instructor, submits quality work and meets assignment deadlines).

### Traditional Undergraduate Program Students

A course attendance policy is included on each university traditional undergraduate course syllabus. The maximum numbers of allowed absences in full semester traditional face-to-face courses are documented in the following table:

Weekly class meetings    Allowed absences

1	3
2	6
3	9
4	12

A traditional undergraduate student enrolled in an online course must meet the course attendance policy for an online course as stated in the following section on “Students in Online Courses.”

Excused absences for traditional students are defined only as an extended illness verified by a licensed medical professional, participation in an approved university related event, or another legitimate cause as determined by the instructor. University-related events for which these students may be excused include, but are not limited to, prearranged class-related field trips, official assignments by the university, and participation in scheduled intercollegiate athletic events. The Office of Academic Affairs sends out notification to the campus for these events. For an excused absence, the student must provide proper documentation according to the course attendance policy. It is the student’s responsibility to contact professors to make up work even in the case of a university-related excused absence.

### Medical Leave of Absence

In those instances that a student must be hospitalized, a medical leave of absence may be granted (generally 1-2 weeks). However, the total number absences (those before and after the hospitalization)

should not exceed 20% of the total number of classes for the semester as outlined in the attendance policy. A medical leave of absence can be obtained through the Coordinator of Disability Services. Additionally, students can seek a medical withdrawal if their hospitalization extends their absences beyond 20% of the total number of classes for the semester.

### **Medical Withdrawal**

A medical withdrawal is reserved for students in those cases where a medical or mental health emergency requires a student to miss an extended amount of class time and/or forces a student to miss beyond 20% of the total number of classes. In those cases, students can take a medical withdrawal, resulting in “W’s” for the semester. This process can be initiated by contacting the Coordinator of Disability Services.

### **Attendance Requirements During the COVID-19 Pandemic**

#### **COVID-19 Absence (Temporary Policy)**

In an effort to prevent COVID-19 virus, the following policy guideline will be in place until further notice:

1. Students are expected to attend all required class sessions and abide by any in-classroom restrictions the university must follow per CDC and Nashville Metro Public Health Department.
2. Students are encouraged to continually assess their wellness and should not attend an in-person class session if they are sick. Students should not come to Trevecca’s campus or attend an in-person class session if they are running a fever and should avoid the campus/classrooms until they have been fever-free (without the use of medication) for 24 hours.
3. Students should disclose prior to attending class if they are experiencing COVID-19 symptoms or have come into close contact with someone who is sick, and they should follow all guidance they receive. While a doctor’s note is generally required in order to excuse an absence due to illness, the first absence due to COVID-19 symptoms and exposure will be counted as an excused absence with or without a note from a physician, the Trevecca Clinic, or other documentation. Multiple sequential absences within a course due to an exposure or onset of COVID-19 symptoms will require documentation. **NOTE:** Students who have been fully vaccinated and have submitted documentation to the Trevecca Clinic will not be required to quarantine if exposed (per CDC guidelines).

This policy will remain in effect until further information is provided by state and county officials.

### **Non-traditional Undergraduate and Graduate Students**

A course attendance policy for each course in a non-traditional face-to-face undergraduate or graduate program is included in the course syllabus, program catalog, or program handbook. Students are allowed one absence in courses that are five class sessions or more in length and no absences in a course that has four class sessions or fewer. There are no excused absences in these courses.

A non-traditional undergraduate or graduate student enrolled in an online course must meet the course attendance policy for an online course as stated in the following section on “Students in Online Courses.”

### **Students in Online Courses**

Students enrolled in online courses are allowed one absence in courses that are five class sessions or more in length and no absences in a course that has four class sessions or fewer. There are no excused absences in these courses.

In an online course, a student is reported absent for a week if there is no participation during that week in an academically-related activity specific to the course, such as attending a synchronous course activity, submitting an academic assignment, taking an assessment or exam, participating in an interactive tutorial, webinar, or computer-assisted instruction, participating in a study group or group project, participating in an online discussion assigned by the instructor, or interacting with the instructor about academic matters.

### **Failure, Withdrawal, and Appeal**

If a student has missed more than the allowed number of absences in a given course for any reason, the student automatically fails the course unless the student officially withdraws from the course or an appeal, initiated by the student, is approved. To appeal, the student should follow the guidelines outlined in the Final Grade Appeal Policy and Procedures section of the Catalog.

To officially withdraw from all courses for which a student is registered, the student must complete the appropriate forms in the Center for Student Development. This withdrawal process is necessary in order to clear the appropriate financial and academic records. Protracted absences or failure to attend classes does not constitute withdrawal from courses and will be treated as failure unless the withdrawal process is appropriately followed.