

## **Section 2      Class Attendance**

### **2.1      Policy**

Regular and punctual class attendance is necessary to satisfy credit hour and residence credit requirements. [See ABA Standard 304(e).]

### **2.2      Minimum Standard**

At a minimum, a student must attend at least 80 percent of class meetings to receive credit for a course. Attendance includes the obligation to arrive on time and to satisfactorily complete reading assignments prior to class.

### **2.3      Instructor's Standard**

An individual faculty member may adopt an attendance standard that is more stringent than the minimum standard or may establish other reasonable rules and policies regarding class attendance, tardiness, class preparation or other classroom conduct. If more stringent than the minimum standard, a faculty member must announce the faculty member's individual attendance standard or other rules at the beginning of the semester. In setting an attendance standard that exceeds the minimum, a faculty member should consider, *inter alia*, student needs to arrange job interviews.

### **2.4      Enforcement**

A student who violates the minimum attendance standard or a faculty member's individual attendance standard may be administratively disenrolled from the course. Normally, administrative disenrollment will result in a grade of AD on the student's transcript. At the discretion of the faculty member

teaching the course, a student disenrolled for chronic absenteeism may be awarded a grade of Administrative F (AF, numeric grade = 60) or, in an ungraded course, an Administrative Unsatisfactory (U, no credit). A faculty member may impose other academic penalties for violation of the faculty member's individual rules or policies.