



ATTENDANCE POLICY

Chicago Campus

Students are responsible for maintaining regular and punctual attendance for each class session. Students who expect to miss or arrive late for class should notify the instructor in advance. Students who miss more than two unexcused class sessions, or an accumulation of 5 hours of class time due to late arrival or tardiness, may receive a grade of “F” (Fail) and may be required to repeat the course. Students whose absence or tardiness affects the quality of their work or the work of the class may be given a lower grade at the discretion of the faculty instructor.

In those instances in which a class is offered on a weekend intensive format (that is, three or fewer class meetings in a semester), missing one class may result in a grade of “F” (Fail). Due to the unique structure of the practicum seminar courses, students who miss more than one class session in a semester may receive a grade of “NC” (No Credit) and may be referred to the appropriate Student Development Committee for review.

Vancouver Campus

Students are responsible for regular and punctual attendance during each class session. Students who expect to miss or arrive late for a class must notify the instructor in advance. Students whose absence or tardiness affects the quality of their work or the work of the class may be given a lower grade. Students who miss more than two classes in a semester, for courses that meet once a week over a fall or spring semester, will receive a grade of F (fail). For courses that meet on a weekend intensive format, which involves three or fewer class meetings in a semester, missing one class will result in a grade of F (fail). For courses that meet once every other week (e.g., seven full-day class meetings) over a fall or spring semester, students who miss more than one class in a semester will receive a grade of F (fail). Due to the unique structure of the practicum seminar courses, students who miss more than one class session in a semester will receive a grade of NC (no credit) and be referred to the Training Committee for review.

Summer Term: Students who miss more than six hours of classroom instruction in the summer semester, for courses that meet once a week over a 13-week semester, will receive a grade of F (fail). For courses that meet on a weekend intensive format, which involves three or fewer class meetings in a semester, missing one class will result in a grade of F (fail). For courses that meet once every other week (e.g., six full-day class meetings over a 13-week semester), students who miss more than six hours of classroom instruction in a semester will receive a grade of F (fail). Students who receive a grade of F (fail) for any course must repeat the course.

Online Campus

Students enrolled in online programs for which campus attendance is not required must fulfill the following attendance requirements:



- Students must log on to the course within the first seven days of class (the first seven days commencing with the start date of the course) and participate at least one time.
- Every week (academic week consists of 12:00 a.m. Wednesday through 11:59 p.m. Tuesday), students must participate twice.

Participation Options:

- Student submission of an academic assignment.
- Student submission of an exam.
- Student posting in a discussion forum.

If a student does not participate in the first seven days of a class, or a student's online activity indicates no participation for 14 days from the previous date of participation, then he or she may be administratively withdrawn from the course or university.

Application of the Attendance Policy—Chicago and Vancouver Campuses

The above policies establish the obligations of students to adhere to class attendance standards and the rights of Instructors to give students lower or failing grades for breaches of the policy. The policy is on an honor system where students are expected to be present for all classes and will notify the instructor if absent. Faculty may use their discretion on how to track attendance and recognize the honor system.

Instructors consider extenuating circumstances and/or student accommodation needs when applying the class attendance policy and, therefore, have some discretion in providing accommodations to students whose attendance breaches the standard. Thus, instructors may develop an alternative plan for students that are unable to comply with the attendance policy, but only if the plan enables the student to meet the course exit competencies.