

## Examples of attendance language:

### Example A:

**Attendance:** Your presence in every class meeting is critical to learning the content and skills of the course. After the first unexcused absence, every absence without a university excused absence or documented medical, family, or personal emergency (as determined by the instructor) will result in a three-point deduction on your participation grade (e.g. an earned participation grade of 85 with 3 unexcused absences would result in a participation grade of 79).

### Example B:

**Attendance (30 points):** Your attendance is important to the successful completion of this course and will be recorded at every meeting. Timely, consistent physical presence for class sessions is a prerequisite for earning a desirable attendance grade. Because this class meets three times a week, you are allotted three unexcused absences for the semester. Your absence does not excuse you from material covered during your absence or from assignments that are due or assigned on days that you miss. Documented extenuating circumstances will also be taken into account.

0-3 absences = 30 pts., 4 absences = 20 pts., 5 absences = 15 pts., 6 or more absences = 0 pts.

### Example C:

#### **Attendance:**

- Each class meeting is worth one point
- Students arriving 5-20 minutes late are considered tardy. Students receive 0.33 points for classes to which they are tardy. Students arriving more than 20 minutes late are considered absent.
- Absences may be excused if there is a medical reason, family emergency, or extenuating circumstances beyond the student's control. The instructor will determine whether an absence will be excused.

#### If you miss class:

- You must make up missed work
- You are responsible for material covered during your absence
- You are responsible for asking classmates for notes on the material that you missed