**Student Attendance Policy**

It is to the student’s personal advantage to be involved in every class session of each course. The interaction of instructor and student is of vital importance in the learning process. Each student is expected to be regular and punctual in attending all classes.

Absences in a class may result in the student’s grade for the course being lowered. Faculty must state in the course syllabus the policy regarding the lowering of grades for absences. The individual instructor’s absence policy must be in harmony with the institution’s absence policy and should be fair and equitable. The SCU absence policy is as follows.

“It is to the student’s personal advantage to be involved in every class session of each course. The interaction of the instructor and student is of vital importance in the learning process. Each student is expected to be regular and punctual in attending all classes. Since there are no official “cuts” from classes, any absence may adversely impact the student’s grade as determined by the instructor. Failure for the course will result when a student has more than five (5) unexcused absences from a class or more than ten (10) total absences from the course (including official absences). “

Two tardies in a class are equal to one absence. Each tardy beyond four will be counted as an absence. Students who arrive at class more than 10 minutes after the official starting time of the class will be considered absent’ (SCU catalog).

In the event that an instructor is late for class, students should remain in the classroom until officially notified by the Provost & Vice-President for Academic Affair’s office that the class has been cancelled or until 15 minutes after the official starting time of the class.

Faculty members are expected to keep accurate attendance records using the faculty portal.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.05.1  
Policy Revised:*