

Department of Health & Exercise Science Attendance Policy

Effective Date: 1/13/17

All Previous Department Attendance Policies are discontinued as of 1/13/17

The Department has developed a policy that requires attendance and involvement in class meetings because:

- We value the importance of developing a learning community that leads to student success
- The attendance of students is vitally important to their learning and being successful both in the classroom and their respective professions.

Maximum Number of Absences Policy (MNAP)

The student is expected to attend all scheduled classes throughout the semester. A student cannot pass the course if they miss the maximum number of absences, including excused and unexcused absences.

The maximum number of absences, excused or unexcused, for a 15 week course is listed below:

Class Meets	Maximum Allowable Absences = excused + unexcused	Max Absence (excused + unexcused) = withdrawal or fail course
Once/week	3	4
Twice/week	6	7
Three times/week	10	11

A student cannot master the content of the course if they are absent for ~25% of the course material taught throughout the semester. Students who miss the maximum number of absences (e.g., 4, 7, or 11) will fail the course, but will have the option to withdraw from the course during the regular and late withdrawal periods to avoid an "F" or "WF", respectively on their transcript. However, if the student misses the number of maximum absences during the hardship withdrawal period, they will fail the course without the option to withdraw from the course because this violation of the Departmental Attendance Policy does not fall under the rationale for a hardship withdrawal. Appeals are directed to the Department of Health & Exercise Science Academic and Student Affairs Committee (biren@rowan.edu).

Unexcused Absences

Each Professor/Instructor has the academic freedom to determine total number of unexcused absences needed to begin punitive academic consequences. For example, 3 excused absences may equal 20 points off of total accumulation of points towards the final grade. The Professor/Instructor will make available, via the course syllabus, their unexcused absence policy.

Tardiness Policy

Each Professor/Instructor has the academic freedom to determine their tardiness policy. The student is reminded that if a professor/instructor has a policy that a certain number of tardiness days equals an

unexcused absence that these unexcused absences will fall under the MNAP. The Professor/Instructor will make available, via the course syllabus, their tardiness policy.

Excused Absences

The student will be permitted to make up work for excused absences only. The student must provide official or verifiable documentation. Here is the official Rowan University attendance policy:

<https://confluence.rowan.edu/display/POLICY/Attendance+Policy> . Excused absences include:

- Religious observances
 - In the case of religious observances, the student must inform their instructor in advance of their absence for it to be excused.
- Official University Activities (i.e., athletics)
 - In the case of Official University Activities, the student must inform their instructor in advance for it to be excused.
- Professional Development Activities
 - The student must obtain prior approval to attend a conference or other Professional Development activity to be counted as an excused absence.
- Documented illness
 - The student must present the instructor with an original copy of a physician or health care provider's signature indicating the reason for the absence.
- Death in the family or loved one
 - The student must go through the Dean of Students to verify the family emergency.
- Inclement weather
 - The student must notify the instructor as soon as possible pertaining to missing a class due to inclement weather.

All excused absences will be counted towards the MNAP. For example, in a course that meets twice per week throughout the semester where the student has 4 unexcused and 2 excused absences for a total of 6, the student will fail the course, with the option to withdraw from the course during the regular and late withdrawal periods on the seventh absence. However, if the student misses the number of maximum absences during the hardship withdrawal period, they will fail the course without the option to withdraw from the course. This follows also for courses that meet once and three times per week, with the respective number of absences as identified above.

In the case of rare and compelling circumstances not listed above, students should make every effort to discuss reasonable accommodations with their instructor in advance, if feasible, or as soon as possible after the missed class. Appeals are directed to the Department of Health & Exercise Science Academic and Student Affairs Committee (biren@rowan.edu) .