

EXCESSIVE ABSENCE POLICY

Adopted: 05/20/2018

The University of Mary encourages students to regularly attend class and allows faculty to develop their own classroom attendance policies. Faculty are required to monitor student attendance and are required to report excessive absences, as defined below, through the UMary Retention Early Alert System. The Office of Academic Affairs will receive notice of this alert.

For purposes of determining if a student is in attendance, s/he must be physically present in seated classes, and s/he must be participating in online classes on at least a weekly basis or as otherwise required by the course attendance policy. Online course participation includes participating in discussion boards, submitting assignments on time, and/or interacting with the instructor through electronic means.

Faculty shall excuse a student from class when the university's excused absence policy applies and may establish and implement course-level policies on excused absences.

Excessive Absences

The University of Mary Office of Academic Affairs reserves the right to administratively drop or withdraw a student from class for excessive absences, which are defined as follows:

- 16-week courses: Unexcused, consecutive absences during the first 10 calendar days of class or missing 15 or more days of instruction throughout the semester due to unexcused absences; instructors may establish a more stringent definition of excessive absences for their courses and shall report such absences in accordance with this policy.
- 5-10 week courses: Not participating at least once during the first week (7 calendar days) of an online class; failing to be in attendance during the first two class meetings of a seated course

The Office of Academic Affairs will investigate all reported excessive absences. Based on when the absences occurred and the recommendation of the instructor, the Office of Academic Affairs will either administratively drop a student who is excessively absent or withdraw the student from the course (using the W, WP, WF designations as appropriate) if the student cannot be reached and/or the student cannot provide evidence that their absences meet the definition of an excused absence in the university's or the course policy. The Office of Academic Affairs will notify the student, the Financial Aid Office, Residence Life, Student Accounts, Athletics (if applicable), International Services (if applicable), Military Services (if applicable), and the Registrar's Office of its decision to administratively drop or withdraw a student for excessive absences.

Consequences of Excessive Absences

An administrative drop or withdrawal may impact a student's scholarships, federal financial aid, and his/her ability to live in UMary Residence Halls. Residence Life requires that students maintain full-time status to live in Residence Hall, and the Student Handbook addresses the consequences of falling below this threshold, which may include requiring the student to vacate his/her residence hall.

Student Accounts will implement applicable provisions of the Student Refund Policy when a student is administratively dropped/withdrawn, and Financial Aid will take appropriate action under applicable policies related to student aid.

Reinstatement

Students who are administratively dropped/withdrawn may request to be reinstated using the following procedure:

1. The student must receive approval from the instructor of record who shall consider the feasibility of completing all course requirements within the class time remaining.
2. Approved reinstatement requests must be submitted to the Office of the Registrar and Student Accounts; any unpaid tuition and fees for the course must be paid before the student is reenrolled.