

Attendance Policy

For Undergraduate Students

I. PURPOSE

The purpose of this policy is to establish a balance between complying with the requirement of attending classes in an in-person institution while addressing absences due to religious observance, athletic responsibilities, mental and physical health issues, and accommodations set in place by the offices of Accessibility Services and Title IX.

II. SCOPE

This policy applies to all undergraduate students.

III. STATEMENT

Class attendance and communication with professors are among the top predictors of student academic and sustained success. Students should plan to attend EVERY class session. An absence is an absence, excused or unexcused. However, there are many reasons why students might be absent from class: for health reasons; documented disability; participating in a varsity athletic contest; religious observance; and Title IX related concern.

Faculty members record ALL absences and follow the attendance policy in their syllabi that might vary from class to class and from program to program. Attendance policies illustrate the number of classes that a faculty member determines that a student can miss without hindering the student's performance in the class.

If a student misses more than three (3) weeks of all their classes, they should make an appointment with the associate provost for undergraduate studies to discuss the possibility of withdrawing for the semester or taking a medical/compassionate withdrawal (for more information, visit the Registrar's [website](#)). If a student misses three (3) weeks in one class, they should discuss with their faculty or success advisor the possibility of withdrawing from that class before the last day of classes.

IV. DEFINITIONS

A. Absence: When a student does not attend a regularly scheduled class session.

B. Attendance: The act of being physically in a classroom location. Attendance:

- Supports a sense of belonging: It allows students to become part of a classroom community.

- Encourages student success: It helps students learn the course material and create knowledge with their professors and peers.
- Supports group work: Absent students cannot contribute their unique perspectives to class discussion or other group work, negatively affecting other students' learning opportunities.
- Promotes professional behavior: It promotes responsibility and accountability. It prepares students for the labor market.
- Helps with retention: Students that attend classes and are engaged with faculty and peers are less likely to withdraw from the College.
- Promotes mental health: Attendance gives students a purpose to get out of bed and go outside to walk to class. Routine and natural daylight enhances mental health.

V. PROCEDURES

1. When testing positive for COVID-19, students should complete and submit the [Report an Illness](#) form. Goucher College follows the CDC (Centers for Disease Control) guidance. The Student Health Center (SHC) works with all students who test positive to determine the length of their isolation. The SHC communicates with the associate provost for undergraduate studies, who in turn notifies students' professors and advisors.
2. For all other illnesses, students should submit an academic notification [request](#) and send any relevant documentation to deanofstudent@goucher.edu. The Dean of Students (DOS) communicates with the associate provost, who in turn notifies students' professors and advisors.
3. In the case of a death in the family, students should submit an academic notification [request](#). The staff at the [Student Counseling Center](#) is here to support students during this difficult time. The DOS communicates with the associate provost, who in turn notifies students' professors and advisors.
4. In the case of a medical emergency such as hospitalization or surgery, students should contact [Student Support & Outreach](#) at care@goucher.edu and submit an academic notification [request](#). SSO communicates with the associate provost, who in turn notifies students' professors and advisors.
5. When students have documented disabilities and are in need of accommodations, they should contact access@goucher.edu. This should happen before the semester starts as accommodations are not retroactive. Once accommodations are in place, the Office of Accessibility Services (OAS) emails students and their professors when appropriate. After receiving the email from OAS, students should make an appointment with EACH of their professors to discuss what the accommodations will look like in EACH of their classes as college accommodations are very different to high school accommodations. OAS can facilitate these conversations when requested. As Goucher College is a residential institution, virtual attendance is not contemplated as a reasonable accommodation.
6. In the case of a Title IX accommodation, students should work with the [Deputy Title IX coordinator](#), who informs the associate provost of any Title IX accommodation, who in turn notifies students' professors and advisors. As Goucher College is a residential institution, virtual attendance is not contemplated as a reasonable accommodation.
7. In the case of student-athletes, students should complete the Athletic Academic Schedule Conflict [form](#) on the first week of class. This form mirrors the Add/Drop process; professors receive the request and can approve/deny it and then add any notes. Students receive an email with their decision and notes.

8. When suffering a concussion, students should follow the procedures in the concussion accommodation [policy](#).
9. When observing a [religious holiday](#) that conflicts with class attendance, students should contact the Chaplain, at the beginning of the semester, who will guide them through the process (students may also [access the link here](#)). The Chaplain informs the associate provost who in turn notifies students' professors.

VI. RESOURCES

Please visit the following related policies:

[Classroom Behavior Policy](#)

[Policy Governing Audio and Video Recording](#) (see section III. A. Class Recording)

[Policy for Student/Parent/Guardian Engagement in Academic Affairs](#)

VII. RESPONSIBLE OFFICE

For more information or if you have questions about this policy, please contact the Office of the Associate Provost for Undergraduate Studies at associateprovost@goucher.edu.

VIII. HISTORY

Adopted: January 2024.