

## Attendance Policy

This document is designed to explain the attendance policy in EDTC 3123 so clearly that there are no misunderstandings later in the term.

### **Prompt daily class attendance is expected.**

Because the course is a part of the College of Education's professional education program, students will be expected to attend class without fail just as employed teachers are expected to be at work on a daily basis.

In keeping with that model, students will be allowed 3 announced absences from class without penalty. An announced absence is one in which you notify the instructor of that absence. I do not need a reason for your absence, just notification. An email message indicating an absence is sufficient; the message must arrive prior to the start of class. A telephone message is also sufficient; the message must be left prior to the start of class.

Each announced absence beyond 3 will result in a lowering of the final grade by one letter for each absence. Students with 7 or more absences should withdraw from the course prior to the final drop deadline so as not to find themselves failing.

Any unannounced absence (an absence without prior notification or an absence with late notification) will result in a lowering of the final grade by one letter for each such absence. Students with 4 or more unannounced absences should withdraw from the course prior to the final drop deadline so as not to find themselves failing.

Here is the short version:

- If you will miss class, call or email before class starts. You can do this 3 times. This is an “announced absence”. There is no grade penalty for 3 announced absences.
- If you miss class and do not call or email, your final grade goes down by one letter. This is an “unannounced absence”.

<b>Announced Absence</b>	<b>Penalty</b>	<b>Unannounced Absence</b>
1	No penalty	
2	No penalty	
3	No penalty	
4	Final grade reduction of 1 letter	1
5	Final grade reduction of 2 letters	2
6	Final grade reduction of 3 letters	3
7	Failing grade in course is unavoidable	4