

## Attendance Policy

July 2016

**This document gives details regarding implementation of attendance policy (and interprets the announced thresholds more liberally, in case of rounding off the number of classes).**

In case of attendance falling between 65% and 85%, the reduced grade bottoms out at D, in other words, the grade is not reduced below D.

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### **Implementation note on Attendance Policy**

	Courses meeting twice a week (Type 1)	Courses meeting thrice a week (Type 2)	Courses meeting four times a week (Type 3)
Total classes expected to be held in a semester (in 13 weeks)	26	39	52
Total classes to be considered (excluding first week of add-drop period)	24	36	48
15% absent means classes:	4	5	7
25% absent means classes:	6	9	12
35% absent means classes:	8	13	17

**Although, students are expected to attend all the classes in a course, grade is not affected if a student is absent for up to 15% of classes in a course. This is to take care of minor personal exigencies that may arise.**

For courses of type 1, 2, and 3, here is the summary of the above:

#### **Type 1 course**

#### **If you Miss:**

- |                    |                       |
|--------------------|-----------------------|
| (i) 1 Grade less   | Between 5 - 6 classes |
| (ii) 2 Grades less | Between 7 - 8 classes |
| (iii) F Grade      | > 8 classes           |

#### **Type 2 course**

#### **If you Miss:**

- |                    |                         |
|--------------------|-------------------------|
| (i) 1 Grade less   | Between 6 - 9 classes   |
| (ii) 2 Grades less | Between 10 - 13 classes |
| (iii) F Grade      | > 13 classes            |

**Type 3 course****If you Miss:**

- |                    |                         |
|--------------------|-------------------------|
| (i) 1 Grade less   | Between 8 - 12 classes  |
| (ii) 2 Grades less | Between 13 - 17 classes |
| (iii) F Grade      | > 17 classes            |

**In cases (i) and (ii), the grade is reduced as indicated, but bottoms out at D. In other words, it is not reduced below D. In case (iii), the grade is reduced to F. In case of a course with PCO, if a student has more than 65% attendance, his grade will not be reduced below C-.**

In case, a course has only 1 class per week (call them Type 0), the number of classes held would be 13 in a semester. After the first week of add-drop period, the number of classes is 12. This translates to 2 absents, 3 absents, and 4 absents to be within the 15%, 25% and 35% cutoffs respectively. In other words, case (i) if a student misses 3 classes his grade is reduced by 1, case (ii) if she/he misses 4 classes his grade is reduced by two (bottoming out at D). And in case (iii) if she/he misses more than 4 classes, she/he gets an F.

Please refer the “**Student Academic Leave Rules**” for absence due to medical grounds/conference travel/attending cultural or sports events.

PGSSP Students, as a special case will be given leave for 4 classes over and above the normal 15% attendance limit for all the types. However, no exemption in assignments, tests will be given”

**Responsible Student Attendance Option – RSAO**

Although we consider classes to be of great value, purpose of providing the option is to allow students to transcend rules rather than being always asked to follow rules. It would show that if students take responsibility they can rise above the rules but satisfy the spirit of the rules.

- a) Students who take the option would be free to attend as many classes as they want. Attendance will be taken normally, but there will be no penalty for lack of attendance;
- b) Such students would be eligible for only the grades A, A-, B or F. In other words, grades lower than B will be treated as F.

**Implementing RSAO**

- i) This is an option that the course instructor teaching the course MAY provide to the students registered in the course. It is NOT mandatory for course instructor to provide this option for course they are teaching.
- ii) The faculty member informs the academic office that this option is allowed for the course they are teaching. Students will be given the option to select the choice at the beginning of the semester.
- iii) This option must be formally exercised by the student at the start of the semester before add/drop date of every semester by filling a form and submitting it in the academic office. Once exercised, the option CANNOT be changed during the course of the semester or later.
- iv) This option is NOT available to students who are on academic probation and for core courses.