

Freshman Attendance Policy

RATIONALE:

Attendance has a direct impact on students' scholastic achievement. Many studies show convincing and consistent evidence to conclude that regular and punctual class attendance can significantly affect the mean exam scores, while absenteeism is often strongly associated with the poor academic performance. Consistent class attendance is essential to meeting the course requirements, encouraging active participation in the learning community, instilling professionalism, as well as developing an excellent working relationship with other team members. It can also be used as the documentation in academic grievance process and helps to identify "atrisk" students.

Unfortunately, many of our students, especially the freshmen, come to the school expecting that they could learn on their own or catch up by attending a few lectures. In reality, it often results in low morale when students show up late in class and have no clue of the topic being discussed. Students claiming that coming to class is unnecessary to get good grades could also influence other students, even if they do benefit from attending lectures.

DigiPen Institute of Technology supports existing departmental and faculty class attendance policies designed to overcome the negative impact of low attendance. We would also like to implement a mandatory attendance policy for all freshman classes across the school. The policy should benefit the student's education through their course of study at DigiPen. It is also to help prepare the students for the reality of industry employment and the daily expectations of job attendance.

WHAT DOES THE POLICY AFFECT?

This policy specifies the minimum requirement applicable for all freshman classes across the school. Instructors who already meet or surpass this policy in his/her classes do not need to make any changes. Instructors who do not yet meet this policy need to follow this policy or create their own attendance policy that meets or exceeds this requirement.

Affected courses: All freshman courses offered for all undergraduate degree programs, including: ANI101, ANI151, ANI125, ART101, ART115, ART125, ART151, ART210, BIO100, BIO150, CS100, CS100L, CS101, CS120, CS120L, CS170, CS170L, CS180, CS230, ENG110, ENG116, ENG150, FLM115, FLM151, GAM100, GAM150, GAT110, GAT210, MAT100, MAT140, MAT150, PHY115, SOS150, SOS180

This policy is only for UNEXCUSED ABSENCES. Excused absences due to sickness, family emergency and other school approved activities are not affected by this policy. If a student has extensive excused absences, the instructor should encourage the student to contact his/her academic advisor and the Student Affairs Office to make a study plan accordingly.

ATTENDANCE POLICY:

Based on the number of times a class meets per week, students will lose grade points for unexcused absences. In general:

1. If a student has more unexcused absences than 10% of the classroom time of any course during a semester, he or she will lose 10 points on the 100 point scale.
2. If a student has more unexcused absences than 20% of the classroom time of any course during a semester, he or she will lose 20 points on the 100 point scale.
3. If a student has more unexcused absences than 30% of the classroom time of any course during a semester, he or she will lose 30 points on the 100 point scale.
4. If a student has more unexcused absences than 40% of the classroom time of any course during a semester, he or she will fail that course, no matter their performance on homework, assignments, projects, tests or other measurements.

Since courses meet a different number of times per week, the attendance policy is based on the number of scheduled class sessions per semester, not the number of credits for the course. The following tables demonstrate how the percentage of the points is calculated based on the number of times a course meets per week:

Number of times per week a course meets:	Total number of class sessions in 15 weeks	10%	20%	30%	40%
1 class per week	14	2	3	4	5
2 classes per week	28	3	6	8	12
3 classes per week	42	4	8	12	16
4 classes per week	56	6	11	15	22

HOW TO IMPLEMENT

To implement this policy, instructors need to do the following:

1. Faculty who teach the freshman classes should include their class attendance policy in their syllabi.
2. Be sure to read the policy and explain it to the students when you review the syllabus with them at the start of semester.
3. If you have a policy that surpass this mandatory guideline, make sure it is part of the syllabus for students to read and review.

4. Enforce the policy by weekly review of SRS attendance tracking from Student Services. You can log into SRS and see the student attendance for your classes.
5. Remind any student who has unexcused absences adding up of the policy throughout the semester. Encourage the student to discuss the attendance issues with you, the academic advisor, or the Student Affairs Office.
6. Keep track of the grades. Deduct the appropriate percentage from the student's grade accordingly as determined by your attendance policy.

EXAMPLES

Examples	%	Grade Impact
A student attending CS100 has 2 unexcused absences, then does not miss any classes since the combined CS100 lecture and lab meets three times per week.	<10%	No impact
A student has 5 unexcused absences in CS100 and lab combined. The combined CS100 lecture + lab meets three times per week.	>10%	Grade earned on assignments and tests: 95 goes to 85
Same student has a total of 13 unexcused, missed MAT140 lectures. MAT140 meets three times per week.	>30%	Grade earned of 95 goes to 65
A student has 4 unexcused absences from CS120 Labs class in the 14-week fall semester, but does not miss any CS120 lectures. The combined CS120 lecture + lab meets three times per week.	<10%	No impact
A student has 4 unexcused absences from MGT451 classes in the 14-week semester. This course meets once per week.	>30%	Grade earned of 79 drops to 49.

- * Students should contact their instructor if they have any health, personal or other issues that will cause them to miss their classes. Accommodations can be arranged on an individual basis, at the discretion of the instructor.
- ** Special accommodations can also be arranged through the Student Services Department.