**Early F Due to Non-attendance Policy**

Policy:

*Responsibility for class attendance rests with individual students, and since regular and punctual class attendance is expected, students must accept the consequences of failure to attend.* ***Instructors who are concerned about a student’s attendance should first reach out to the student. If in their opinion, the student absence is excessive, instructors may contact the student's academic advisor and/or the Office of Undergraduate Advising.******A student who has failed to attend a course for the equivalent of 2 or more weeks may be assigned a grade of F in that course.*** *A student who has failed to attend any class meetings for the equivalent of 2 or more weeks may be placed on involuntary administrative leave of absence for the remainder of the term. Students placed on involuntary leave of absence will be eligible to submit a Return from Leave of Absence application at the next application deadline.*

The bolded section implies an action on the part of the faculty member to both check on the student and potentially to assign them a grade early due to non-attendance (absences due to illness or other issues have alternate approaches) but it does not specify the method by which to do so. This document is meant to provide the steps a faculty member must take to accomplish these actions as well as ensure the student has been afforded due process. The steps to be taken are:

1. After an unexcused absence the instructor should reach out to the student via the student’s DKU email address. If there is no response within a reasonable timeframe (at minimum 24 hours but especially if that wait lasts until the next class meeting and the student is absent again) the instructor should continue to the next step in the process. Note that this does not need to happen after the first unexcused absence, but it may.
2. Initiate a [Care Report](https://dukekunshan-advocate.symplicity.com/care_report/). While the instructor can always ask the student’s advisor or UG Advising if we know of any special situation going on, as indicated by the Bulletin, if the student is non-responsive chances are we have not heard from them either. In nearly all cases you’re recommended to file a [Care Report](https://dukekunshan-advocate.symplicity.com/care_report/) to initiate a wellness check on the student. ***Be sure to indicate the class in question, the student’s ID (from your roster) and your email so that you can receive a response back.*** Instructors should feel free to submit the Care Report directly without reaching out to advisors over email since this will still go directly to the Director of Advising, along with other members of the Care Team.
3. The Student Care Coordinator will conduct a wellness check on the student with a verbal and/or written notification that their instructor has been trying to reach them and that they are expected to respond. Should the student be in a situation where they could reasonably be expected to be in class the Student Care Coordinator will respond to the reporter that this contact and reminder to the student has been issued.  
     
   This response may be delayed if the student needs some kind of health assessment, or if their situation requires review by the Care Team.
4. If the student continues to remain absent for additional class meetings but the instructor has yet to hear from the Student Care Coordinator they can reach out to UG Advising or the Registrar’s Office to inquire if there is an update about whether the student should be expected to be attending, or if there are ongoing circumstances that may mean the student will miss class. In any situation, the focus will be on reinforcing that the student should be communicating with their faculty proactively or seeking assistance from staff if they are unable to do so. If an update is available these staff members should be able to tell whether the student should be attending but may not be able to share further information or have the ability to discuss specifics beyond that.
5. Once the instructor knows the student should be able to attend and they have missed 2 or more weeks, they can submit a request to the [Office of the Registrar](mailto:dku-registrar@dukekunshan.edu.cn?subject=Submission%20of%20Early%20F%20Grade%20Due%20to%20Non-attendance) to assign an F grade (please include the student’s name and course code). A response will be sent from the Office of the Registrar to indicate when the grade has been processed.
6. At this stage the instructor can reorganize group membership or presentation dates without the student whose grade was submitted. For the purposes of the remaining class sessions the student can be considered removed from course enrollment because they have already earned their grade for the session.

Since expectations can vary depending on the nature and structure of a course, it is crucial for faculty members to clearly communicate their attendance policies both during the first class and in the syllabus. If this process is something you would consider using it is recommended to state this policy on your syllabus or in class during the first week. Establishing this clarity upfront helps address any potential areas of confusion or debate but once this expectation has been established this policy exists to help the faculty hold students accountable to it should they need to. It is important to note that this policy **does not constitute an expectation that faculty should do this in every case for every student with excessive absences, nor does it carry the expectation that instructors must take attendance at each meeting for every class**. Instead, this process is meant to be a tool that faculty can utilize if they so choose. It is a tool meant to provide options for faculty, but it is explicitly not a mandate.