

## Class Attendance Policy

ACADEMIC AFFAIRS

Academics / Instructional

Policy Owner: Provost and Vice President for Academic Affairs

*Effective date:* March 6, 2025

*Approval date:* March 6, 2025

*Schedule for Review:* Spring 2030

### Policy Summary:

This policy outlines expectations for class attendance at Fort Lewis College, clarifies the relationship between attendance and grading, and emphasizes that attendance alone does not constitute course registration or withdrawal actions.

### Policy Statement:

#### **Class Attendance Expectations:**

- Regular class attendance is expected in all courses for which a student is registered.
- Attendance policies, including the impact of non-attendance on final grades, are determined by individual faculty members and communicated in the course syllabus.

#### **Attendance and Course Actions:**

- Attendance does not constitute adding a course.
- Non-attendance does not constitute dropping a course, withdrawing from a course, or withdrawing from a semester.
- Students must follow the formal procedures outlined in the [Course Registration Policy](#) and [Withdrawal Policy](#) to make any changes to their course enrollment or term participation.

#### **Faculty Attendance Practices:**

- Faculty members are not required to take or track attendance, outside of Roster Verification in the first 12 days of the semester.
- Students are responsible for managing their own attendance and understanding its impact on their academic performance.

#### **Student Responsibility:**

- Students are responsible for reviewing their course syllabi to understand faculty expectations regarding attendance and participation.
- Students should consult their instructors regarding absences and any associated academic consequences.

Responsibilities:

*For oversight of the policy:* Provost and Vice President for Academic Affairs

*For procedures for implementing policy:* College Registrar

*For enforcement of the policy:* Faculty and College Registrar

Definitions:

**Attendance:** Presence in class sessions as defined by individual faculty expectations outlined in the course syllabus.

**Non-Attendance:** Absence from class sessions, which does not constitute a formal withdrawal or drop action.

**Course Add:** The formal action of enrolling in a course through institutional procedures.

**Course Drop:** The formal action of removing a course from a student's schedule before the census date.

**Course Withdrawal:** The formal process by which a student removes themselves from a course after the census date but before the withdrawal deadline specified in the Academic Calendar.

Procedures:

Cross-Referenced Policies:

Course Registration Policy

Withdraw Policy

Consequences of Non-Compliance:

Failure to adhere to this policy may result in:

- Negative academic consequences as determined by individual faculty attendance policies.
- Financial or academic penalties for failure to follow proper add/drop or withdrawal procedures

Review and Revision History:

Reformatted and reapproved in Spring 2025 – no changes in policy.