Course Attendance Policy

Attendance at classes is expected. Many studies have found that the single factor that contributes the most to success in a course is class attendance. Failure to attend not only hurts you, but also places an extra burden on the instructor and detracts from the overall quality of the course.

To enhance the quality of this course, the following attendance policy will be followed:

1. The number of unexcused hours of absence for the lecture component of the class may not exceed the number of lecture hours per week for the course. For example, a class that meets Monday/Wednesday/Friday for one hour per day would allow a maximum of three unexcused missed lectures. A class that meets Tuesday/Thursday for one and a half hours per day would allow a maximum of two unexcused missed lectures.

2. If your class has a lab, a separate lab attendance policy will be provided and enforced by your lab TA.

3. Attendance will generally be taken by circulating a class roll during class. You should sign (not print) your name next to your name on the class roll. If you are not in class at the time the roll is circulated, you will be counted absent (you are expected to show up for class on time). In some cases other methods for collecting the class roll may be used – such as an in-class quiz or test. If the class roll is not taken, all students will be counted as “present” for that day. Signing the class roll for a student who is not present will be considered a case of academic dishonesty and will be referred to the university.

4. If you have exceeded the maximum number of allowed absences before the last day to drop, the department may drop you from the course. If you are not or cannot be dropped, or if the last day to drop has already passed, you will receive an “F” for the course. You are responsible for keeping track of your situation in the course – if you know you have exceeded the maximum number of absences before the last day to drop you should go ahead and drop the course yourself to avoid an “F”.

5. Unexcused absences should only be used to handle unexpected emergencies (i.e. car broken down, alarm clock didn’t go off, cat having kittens, etc.). If you have used all of your unexcused absences and then your car breaks down, you have a problem.

Excused absences are limited to absences related to medical conditions, family emergencies such as funerals or approved university activities. Requests for excused absences should be submitted in writing to Ruth Watkins (the Student Services Coordinator on the fourth floor of Edwards). For approved university activities the excuse must be submitted with supporting documentation (including university contact) at least one week before the event. Medical excuses will require the name of the doctor, nurse or medical facility that can confirm your visit. Appropriate supporting documentation should be provided for family emergencies. You may meet with Ruth Watkins to discuss issues related to excused absences.

6. Ruth Watkins, Student Services Coordinator for the Department of Computer Science, will coordinate the implementation of the class attendance policy for the course. Ms. Watkins may be contacted at 656-6396, or email address raw@clemson.edu, or in person at the front desks on the fourth floor of Edwards Hall.