PROFESSIONAL STUDIES ATTENDANCE POLICY

These policies apply to all programs in the Division of Professional Studies.

Faculty are to report anticipated absences from their teaching responsibilities to their Program Chair, the Chair of the Division of Professional Studies, and the Registrar.

Attendance and active participation at all face-to-face class sessions and significant activity in eLearn each week is expected. In the event an absence is necessary, students are encouraged to inform the instructor via Judson email or phone.

Attendance is defined as:

- **Online Course:** activity on the eLearn course site 3 out of 7 days per week
- **Face-to-Face Course:** presence in class during the entire session
  - **Tardiness:** arrival later than 10 minutes after the start of a class session
    - Three late arrivals equal one absence
    - Arrivals 90 or more minutes after the start of a class session are considered absences and result in no participation points for that class session or class activity
  - **Leaving classroom during class sessions:** patterns of this behavior result in diminished participation points for class sessions or activities at the discretion of the instructor
  - **Leaving class early:** departure prior to the instructor's dismissal result in diminished participation points for the class session or activity at the discretion of the instructor
  - **Participation points:** no points for class participation or activities should be expected by absentees

The following guidelines apply, regardless of course length:

- **One/Two credit hour course:** no absences permitted
- **Three/Four credit hour course:**
  - **One absence:** Acceptable if work can be made up by the student: if not, one letter grade reduction[1]
  - **Two or more absences:** Administrative Withdrawal Fail (AWF) from the course

[1] If the instructor is able/willing to accept a substitute assignment, he/she will clearly define the parameters and deadlines of that assignment. If student wishes to appeal denial of a substitute assignment, they must appeal in writing to the Program Chair within two business days of receiving the notification of denial. If resolution cannot be reached, the student may appeal to the Chair of the Division of Professional Studies.

A pattern of absences, e.g., missing class meetings in two or more consecutive courses, may result in an administrative withdrawal from the program. Any changes in course schedules also affect financial aid.

Late Work Policy

Regardless of reason, all late work will be reduced in grade by the following scale. Work is considered late when it is not completed at the time stated in the syllabus. Thus, if work is to be submitted prior to the start of a class session, the work is considered one day late when that class session begins.

- **One day late:** 10% reduction
- **Two days late:** 20% reduction
- **Three days late:** 30% reduction
- **More than three days late:** No points given

Students who believe a grade reduction has occurred due to a legitimate emergency (e.g., accident, hospitalization, death in family) may appeal their final grade after the final grade has been submitted by the instructor. Written justification such as a letter from a doctor must be submitted with the request. If the request is approved, the instructor will submit a Grade Change Request Form through MyJudson.

Student Absence Communication Plan

Students are expected to communicate with instructors if they have questions or concerns. The best way to communicate is through the Judson University email account. Instructors may also provide telephone numbers. Once a course has started, an instructor is expected to respond to students' questions and concerns within 24 hours.

Note: Communication with an instructor does not necessarily mean the student absence is excused.

Long-Term Illness or Scheduled Hospitalization

The student is responsible to contact their instructor, Program Chair, and Advisor. A doctor's note should be included when possible.

Emergency Hospitalization/Family Emergency

The student is responsible to contact their instructor. The instructor will contact the Program Chair, who will then notify the Academic Advisor, Registrar, and Director of Retention as appropriate.

Mental and Emotional Health

The student is responsible to contact their Program Chair. The student will be provided with recommendations for counseling services through the Wellness Center. The Program Chair will talk to the student regarding if they need to submit a Leave of Absence form. The Program Chair is responsible to contact the student's instructors, the Division Chair, Registrar, Academic Advisor, and Director of Retention.

If a student displays mental and/or emotional health concerns in the classroom, the instructor is responsible for contacting the Program Chair. If they feel the student's life is in danger, the instructor will contact Campus Safety if in Elgin, or the area police if in Rockford. If the instructor does not feel the student's life is in danger, they may recommend the student reach out to the Wellness Center.

Removal from Class Due to Policy

The office enforcing the policy will need to email the student's instructors, the Program Chair, Chair of the Division of Professional Studies, Academic Advisor, Registrar, and Director of Retention.

Special Accommodations

The student is responsible to make this request known to the ADA/504 Compliance Officer. The Compliance Officer will provide the student with documentation outlining any accommodations. It is the student's responsibility to submit this documentation to their instructors.