

Main Campus Attendance Policy & Appeal Process

10.22 Main Campus Attendance Policy

At Post University, we recognize that attendance represents a key to student academic success. Our courses are designed to engage students and include them in the learning process. Main campus students completing a 16-week semester or an 8-week term are expected to attend every class meeting.

Missed classes are categorized as either excused absences or unexcused absences.

- **Excused Absence:** An excused absence that is an absence that is pre-approved between the student and instructor to warrant missing class. Examples of excused absences include student-athlete travel or games, Honors Program or other academic event attendance, family illness/death in the family, etc. In rare instances, an excused absence can also include an absence that is not pre-approved but has been defined as excused by the instructor. Students with excused absences will be granted extensions on in-class work missed during the absence. Unless specified in writing by the instructor, students with excused absences are still responsible for completing out-of-class assignments by the original due date.
- **Unexcused Absence:** An absence that is not an excused absence is considered an unexcused absence. As described below, unexcused absences may lead to course failure. Students with unexcused absences should consult the course syllabus and the instructor to determine if late work will be accepted.

All students are expected to inform their instructor of an illness or other reason for missing class prior to the class session. It is the practice of Post University that instructors strive to support students' observance of their religious traditions by allowing absence from classes for such purposes and providing ample opportunities for students to make up work without penalty for such occasions. Students with an excused or unexcused absence from class are responsible for making up any missed work and learning missed class content.

Course instructors are responsible for documenting accurate records of student attendance at each class meeting. Main Campus Attendance is assessed in two ways:

1. **By Course:** Students are expected to attend every class meeting. If a student exceeds four (4) unexcused absences in a single semester course or two (2) unexcused absences in a single 8-week term course, the student may be immediately assigned an F for the course grade.
2. **By Semester:** If a student does not attend any of their regularly-scheduled classes in a 14-day calendar period and the student has not communicated a date of return in the current semester, the student will be administratively withdrawn from the University as of their 14th consecutive calendar day of absence. Excused absences (see above) do not restart the 14-day attendance clock. If a student requires extended medical leave beyond 14-days, the student should contact his/her instructors and Main Campus Advisor. Financial Aid recipients who are administratively withdrawn from all courses may be responsible to repay their financial aid to the federal government. Students are encouraged to consult their financial aid advisors before withdrawing from the University.

Main Campus Attendance Policy Appeal Process

Attendance By Course

This appeal process is for students who have been found in violation of the Main Campus Attendance Policy (by course) and would like to appeal the course grade of F assigned by their instructor. **The student must submit the completed appeal within ten (10) calendar days of receiving communication from the instructor that he/she has been assigned a grade of F. Otherwise, the grade stands and is not eligible for appeal.** Post University highly recommends that students continue to attend class and completes assignments while the appeal is under review.

To appeal, students must complete the Main Campus Attendance Policy Appeal Form and submit the form to Danielle Courtemanche (dcourtemanche@post.edu). The completed appeal will be reviewed by the student's Program Chair or Dean within three (3) days of receipt. The decision rendered by the Program Chair or Dean is final.

- If the appeal is approved, the assigned grade of F is removed. The student is responsible for any missed work and may not have any additional unexcused absences in the course. If the student has another unexcused absence in the course, the grade of F will be reassigned and cannot be appealed.
- If the appeal is denied, the grade of F stands.

Attendance By Semester

Students who wish to appeal the Main Campus Attendance Policy (by semester) must speak directly with their Dean immediately upon learning that they have been removed from all their courses. The decision of the Dean is final.

Main Campus Attendance Appeal

First Name _____ Last Name _____

Student ID # _____

Academic Advisor: _____

ACADEMIC SCHOOL:

- Baldrige School of Business**
 School of Arts & Sciences
 Burke School of Public Service and Education

1. Please describe the reasons for your unexcused absences that led to your dismissal from the university.

2. Please detail a specific plan of action to improve both your attendance in the course and how you will be successful in completing this course(s).

Dean/Program Chair Review *for internal use only*

Student's Name _____

Student ID# _____

Academic Advisor Name: _____

Student Finance Specialist/Financial Solutions Advocate Name: _____

Decision

APPROVED

Notes for Approval:

DENIED

Reason(s): _____

Dean Initials: _____

Date: _____

Appeal Approval/Denial E-mail Communication CC:

Academic Advisor, Course Instructor(s), Director of Main Campus Advising, Dean and/or Program Chair, Registrar