

DIXIE STATE COLLEGE OF UTAH
POLICIES AND PROCEDURES MANUAL

Section: **5-Student Services**

Policy No: **23**

Approved: **01/29/99**

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Policy: **ATTENDANCE**

5-23 ATTENDANCE

23.1 Regular and prompt attendance in classes and laboratory sessions is expected of every Dixie State College student.

23.2 Attendance requirements are established by each instructor and such requirements are enforced by the college.

23.3 An absence does not excuse a student from completing work missed.

23.4 It is the student's responsibility to find out which assignments are missed during an absence.

23.5 Class Absences Related to College Functions

23.5.1 Attendance at class is an integral part of the learning process. Students who are absent from class for any reason compromise their learning opportunities. Students should make every attempt to register only for those courses for which they have no scheduling conflicts that will interfere with their ability to complete course requirements.

23.5.2 Students periodically may miss classes for various college-related functions; including athletics, club events, or to fulfill the requirements of a course or a program. These absences often conflict with the instruction, assignments, and tests in courses. The college seeks to maintain reasonable guidelines that will enable students to participate in college functions without harming the integrity of the curriculum in the courses they miss or undermining the responsibilities and authority of the instructors of these courses. These guidelines are intended to foster an environment that is supportive and sensitive to the roles and needs of both students and faculty.

23.5.3 Students who must miss class because of a college-sanctioned activity, such as an athletic event, club activity, class assignment, or other approved event, are responsible to assuring that their instructors have been notified and for completing any missed assignments.

23.5.3.1 Prior to the absence, students traveling with a club, team, or other group on a college-sanctioned activity must request leave from their instructors.

23.5.3.1.1 Students involved in a club event or an activity related to another course or program requirement must provide written notification from the faculty or staff member supervising the activity that explains the nature of the activity. This should include a list of eligible students and be provided in advance of the expected absence.

23.5.3.1.2 By the second day of class, students with recurring absences must provide each instructor written notification from the appropriate department that includes a schedule of competition, the names of those students on specific teams likely to travel, and the dates and approximate times of departure and return to campus. So that student participation in travel can be verified, the appropriate department will be responsible for informing individual faculty of changes to team rosters and travel schedules throughout the semester.

23.5.3.2 Students must arrange with the instructor to complete missed instruction and/or coursework.

23.5.3.2.1 One week prior to an absence, the student will meet with the instructor to arrange a reasonable accommodation, if feasible, to allow the students to complete any missed coursework and/or exams. The instructor may require the student to submit work prior to the due date if the student will be absent. It is the student's responsibility to complete the Student Absence Schedule with the instructor and abide by it.

23.5.3.2.2 Students with recurring or frequent absences from a course are required to check their schedules against the course syllabus and provide a list of expected absences for the semester by the second day of class. Upon reviewing the list, the instructor may determine that the absences will interfere with the student's ability to succeed in the course. If so, the instructor will recommend that the student seek an alternative. If a student chooses to remain in the course, it is the student's responsibility to complete the Student Absence Schedule with the instructor and abide by it.

23.6 Students receiving scholarship assistance other than federal aid are being sponsored by the citizens of the state of Utah or private donors.

23.6.1 As recipients, these students are expected to exert a full effort in their academic studies, which includes attendance.

23.6.2 As a condition of accepting these funds and for the privilege of representing Dixie State College in co-curricular activities, these students are expected to attend classes and laboratories for which they are registered.

23.6.3 Attendance may be monitored, and students not attending on a regular basis may be subject to termination of their scholarship and/or suspension from participation in activities.

23.7 Non-Students in the Classroom and Other Designated Study Areas

23.7.1 The classroom is the domain of the instructor. Libraries, study areas and other organized support areas at Dixie State College are extensions of the classroom, and are therefore included in the instructional domain of the directors of such facilities.

23.7.2 In order to fulfill the assigned responsibilities of the instructors and the institution, college personnel are deemed to have the right and authority to control the learning environment, to perform their duties, and to maintain the classroom for optimal learning.

23.7.3 In support of existing policy of the Dixie State College Handbook, it is expected that only bona fide students as defined and classified by the Dixie State College catalog, will attend classes, unless specific prior permission for guests has been obtained from the instructor.

23.7.4 Infants, children, and adolescents are not allowed at Dixie State College except in certain areas and under certain circumstances. College facilities and classrooms are not designed for children, and their presence may disrupt students and teachers.

23.7.5 In the event of an emergency where prior approval cannot be obtained 24 hours in advance, the student shall request permission to bring children to class prior to the beginning of class.

23.7.6 The decision of the instructor regarding non-students in the classroom is final.

23.7.7 Children must not be left unattended in the halls or any other place on campus.

23.7.8 Non-students of any age will not be allowed in courses that involve the use of hazardous materials or items that could be considered dangerous in any way. The "hazardous nature" of these courses will be determined by the individual instructors.