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ELIZABETH CITY STATE UNIVERSITY

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Elizabeth City State University

CLASS ATTENDANCE POLICY (Effective August, 1983)

Elizabeth City State University recognizes that regular and punctual class attendance is essential to the enhancement of each student's academic performance. Although all learning activities do not take place in the formal classroom, the classroom is the primary vehicle for the delivery of knowledge to students, the evaluation of achievement, the forum for intellectual exchange, skill development and the molding of attitudes which affect the attainment of goals inherent in the teaching-learning process here at Elizabeth City State University. This policy is designed to encourage students to make the best grades they are capable of making while discouraging excessive absences. Therefore, all students, regardless of academic classification, pursuing 100, 200 and 300-level courses are required to attend all class meetings. The maximum number of unexcused absences permitted shall not exceed the number of times the course meets per week. For example, for 3 credit hour courses meeting three times per week, the maximum unexcused cuts will be three; for 3 credit hour courses meeting two times per week, the maximum unexcused cuts will be two. Students pursuing 400-level courses are strongly urged to attend classes regularly and punctually.

Please be aware that students will receive double cuts for unexcused absences for classes missed on the day before or after a holiday.

Reporting of Absences

Instructors are required to record attendance at each class meeting and to inform the student when he/she has reached one less than the maximum number of unexcused absences. Each instructor must submit an absentee report to his/her Department Chairperson, identifying students who have reached the maximum unexcused absences. This notification is to be filed by the first Monday following the class meeting in which the student accumulates the maximum number of unexcused absences permitted. The Department Chairperson will, in turn, submit a report to the Assistant Vice Chancellor for Academic Affairs-Administration, by the following Wednesday, for his/her entire Department. The office of the Assistant Vice Chancellor for Academic Affairs-Administration will maintain a log of unexcused absences for each student reported by the Department Chairpersons.

Procedures to Follow in Case of Over-Cutting

When a student receives the maximum number of cuts allowed, he/she will be informed by the office of the Assistant Vice Chancellor for Academic Affairs-Administration of this fact. When he/she reaches one more than the number of cuts allowed, he/she will be notified, by letter from the Assistant Vice Chancellor for Academic Affairs-Administration, that he/she has over-cut the course and that the Registrar will be authorized to officially withdraw the student from the class. The grade of "FA", which indicates failure because of excessive unexcused absences will be assigned.

Excused Absences

A student may be officially excused from a class, or classes, for the following reasons when such reasons are verified and approved by the Assistant Vice Chancellor for Academic Affairs-Administration:

1. **Personal Illness or major illness by members of the immediate family.** A written statement from a nurse, attending physician, or Elizabeth City State University official, will be required for verification.
2. **Death in immediate family.** A written statement from the funeral director, minister, or a copy of the obituary will be required.
3. **Participation in required school activities.** A written statement from the University sponsor of the activity is required. This statement should be on file at least five working days prior to the activity.
4. **Court Summons.** Written verification from an officer of the court will be required.
5. **Other Situations,** not covered above, must be presented for approval to the Assistant Vice Chancellor for Academic Affairs-Administration, **HOWEVER, WRITTEN VERIFICATIONS MUST ACCOMPANY ALL REQUESTS FOR EXCUSES.**

Special Regulations

1. No unexcused absences are allowed for students on probation, enrolled in special programs, specially admitted to the University or who, because of poor scholarship, are restricted to a maximum of 15 credit hours per semester.
2. A Junior or Senior who has a cumulative grade point average of at least 3.0 will be granted the privilege of responsible class attendance; however, he/she will be expected to meet all requirements of each course as set forth by the Instructor. It is the responsibility of the student to notify the Instructor that he/she has earned the privilege aforementioned.
3. A student will be considered tardy when he/she enters the classroom or teaching station five minutes after the scheduled meeting time for the class. Three tardies will equal to one unexcused absence.
4. Students who are late officially registering for classes must present an admissions permit from the Office of the Registrar indicating the official date of enrollment. Absences will be counted from the official date of enrollment.
5. Students are responsible and held accountable for all work missed, when absent from class, whether or not the absence is excused or unexcused.

OFFICE OF THE ASSISTANT VICE CHANCELLOR
ACADEMIC AFFAIRS — ADMINISTRATION

Elizabeth City State University
Elizabeth City, North Carolina 27909

NOTIFICATION OF EXCESSIVE ABSENCES

Name: _____ I.D. Number: _____
LAST FIRST MIDDLE INITIAL

This notice is to certify that you have reached one more than the number of unexcused absences allowed for the course or courses listed below:

	DEPT.	COURSE NO.	SECTION	TITLE	CR. HRS.	DAYS	TIME
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____

The number of allowable unexcused absences permitted for the above course(s) is:
 1. _____ 2. _____ 3. _____ 4. _____

The dates of your absences were:

1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____

This notice authorizes the Registrar to officially withdraw you from the above class(es) and record the grade "FA" which indicates failure because of excessive unexcused absences. You have two school days from the date of this notice to present the necessary documentation needed to clarify your absentee status to the Office of the Assistant Vice Chancellor for Academic Affairs - Administration.

WHITE — Student
 YELLOW — Registrar
 PINK — Instructor
 GOLD — File

Date

Assistant Vice Chancellor for
Academic Affairs - Administration

Date

Vice Chancellor for Academic Affairs

This form is to be completed
 by the Assistant Vice
 Chancellor for Academic
 Affairs/Administration.

Elizabeth City State University
UNEXCUSED ABSENCES REPORT

Name: _____ I.D. No. _____
Last First Middle Initial

This is to certify that the above-named student has accumulated _____ unexcused absences which: *(check the appropriate item)*
 1. _____ is the maximum number of unexcused absences for this course.
 2. _____ exceeds the number of allowable unexcused absences.

Dept. _____ Cr. Hrs. _____ Days _____ Time _____
 Course No. _____ Section _____ Title _____

Dates of Absences:

NOTE: This report is to be filed by (1) the first Monday following the class meeting in which the student accumulates the maximum number of unexcused absences permitted and (2) 24 hours after student exceeds the number of allowable unexcused absences.

_____ Instructor
 _____ Department Chairperson

WHITE: Dept. Chairperson / PINK: Student Affairs / HARD COPY: Asst. Academic Dean

This form is to be completed by the Instructor.

Elizabeth City State University
PERMIT TO CLASS
- Late Registration -

Student I.D. No. _____ Date _____
 Name _____

This notice serves to inform you that the above-named student officially registered late, _____, for classes. The student understands that he/she is responsible for all class work covered during the period of absence.

DATE OF REGISTRATION _____
 _____ Registrar

WHITE: Student / PINK: Registrar / HARD COPY: Asst. Academic Dean

 _____ Assistant Vice Chancellor for Academic Affairs - Administration

This form is issued to the student by the Registrar.

