

ATTENDANCE

The cumulative nature, complexity, and fast pace of the courses at Rose-Hulman make regular classroom attendance a necessity. There are also important benefits to be gained from entering into classroom discussion, learning to express one's own ideas, and learning from the ideas of others. The Faculty of Rose-Hulman

- agree that regular attendance is necessary,
- endorse the faculty member's right to require attendance,
- support the assessment of grade penalties, including failure in the course for excessive absence, and
- expect each instructor to give careful thought to and to announce attendance policy.

Stipulation

At the beginning of each course, the instructor has the authority to determine and the responsibility to announce the extent to which any absence, excused or unexcused, or tardiness will affect the student's final grade. A student whose total absences in a course, excused or unexcused, exceed two per credit is liable to fail the course.

Excused Absences

Instructors will normally permit make-up work to be done when a student has legitimate conflicting obligations, including but not limited to illness, isolation, self-isolation, emergency, Institute-sponsored activities, or plant trips. These conflicts do not excuse the student from course responsibilities. The student is responsible for informing the instructor of any legitimate excuses and making arrangements for make-up work, if permitted, as soon as possible. Whenever possible, the student must discuss unavoidable absences with instructors in advance.

Group Activities

When more than one student will miss class because of a scheduled school activity, school policy requires that a notice be circulated to the Faculty. The faculty sponsor for the activity must submit a roster of students involved, stating the purpose, time(s), and date(s) of absence, to the Dean of Students for approval. The sponsor is responsible for having this notice duplicated and distributed to the Faculty not later than one week prior to the anticipated absence.

Plant Trips

An Interview Plant Trip Form, available from the Placement Office, should be used by the student to notify instructors of an intended trip that will result in absence from class.

Exceptions or Questions

Contact Dean of Students (deanofstudentsoffice@rose-hulman.edu).