Failure to appear for a final exam. When a student fails to appear for a final examination, the instructor may prepare and administer a special examination. In such cases, a fee of $35 is charged and the instructor is obliged to exact a grade penalty on the examination, unless the absence is excused by a dean.

“Take-home” final examinations. When an instructor requires a “take-home” examination, paper, or project in lieu of a final examination, such take-home examination, paper, or project may not be required for submission earlier than the scheduled time of examination set by the registrar. To protect students and faculty from too much work at the end of the examination period, faculty members are strongly advised to make take-home assignments due at the exam time scheduled for that class.

Class Attendance

Attendance policies. Faculty members are responsible for announcing their attendance policy at the first meeting of the course or including such a statement in the course syllabus. Students are subject to attendance regulations as determined by the instructor of each course. Excessive absence is a valid reason for an instructor to expel a student from a course. Students receiving financial assistance from the Veterans Administration are required by law to attend all classes unless excused.

Students are expected to attend all lectures, laboratories, and other scheduled course meetings. Faculty members are expected to monitor the regular attendance of first-year students and those on conditional enrollment. Absence from a class meeting is inevitably a loss both to the student and to classmates. Students who are absent from a class meeting bear full responsibility for minimizing such loss.

It is especially important for students to attend classes in a regular manner for the first two weeks of each course; during this period instructors must develop accurate class rosters in order to allow additional interested students into their courses. Faculty members may elect to remove from their course those students who do not attend class in a regular manner at any point within the course. Instructors will define “regular attendance” to suit their individual circumstances, and students must know that many faculty members will remove those who do not attend from the very first class meeting. Students who have been so removed from a course roster will still need to drop the course from their schedule as they add another in its place at the registrar's office.

Excused absences. Excuses for absences from class are granted by the dean of students or the dean for academic advising when substantial reason is shown. Recognized grounds for excused absences are as follows: (1) curricular or extracurricular activities recommended by the faculty and approved by the deans, (2) personal obligations claimed by the students and recognized as valid by the deans, and (3) sickness.

It is the responsibility of the student to request an excuse from the dean of students or the dean for academic advising in advance of each class absence that will be caused by the collegiate activities or personal obligations.

Absence due to illness. Absences for reasons of illness are not ordinarily excused: only when a student is declared by the College physician to be infirm (in a hospital or at home) will a health report be sent from the Health and Counseling Center to the dean of students, giving the days when each patient is judged infirm and recommending that the student's class absences be excused. When released from confinement, the student is expected to resume regular required attendances unless otherwise advised.

The Office of the Dean of Students issues a weekly report to the faculty listing all students who have been officially excused from sched-
The Right to Petition

The College has no wish that any of its academic rules and requirements should impose needless hardship or manifest injustice upon any of its students. It therefore reserves to every student the right to petition faculty members on academic matters.

Petition Procedures

A description of petition procedures and instructions is available on the registrar’s web site.

The petition must be a clear and detailed statement containing the specific regulation(s) under consideration. Recommendations from the student’s advisor and from any other person (deans, Health and Counseling Center staff members, etc.) who may be affected by or have special knowledge bearing on the petition will be considered with the petition.

Every petition will be dealt with on its own merit. The registrar will write the student concerning the decision and place a copy of the letter along with the petition in the student’s file. Students submitting petitions must not assume that the petition will be granted. Therefore, a student should continue with class attendance and preparation until results of the petition are known. Decisions of the registrar or the petitions subcommittee of the Committee on Academic Standards may be appealed to the full academic standards committee.