

## Attendance Policy

All classes at ISU operate under the following general university attendance policy (as stated in the *ISU Catalog, Course Policies, Attendance*):

Students are expected to attend all meetings of classes in which they are registered. Students who do not attend any sessions of a class during the first week and have not made prior arrangements with the instructor may be dropped from the class by the instructor to make room for students who are interested in adding the class.

No student may be absent from the campus in connection with extracurricular activities more than sixteen college instructional days per semester. No one extracurricular activity may take students away from the campus more than twelve college instructional days.

The Department of English and Philosophy supports this policy. We believe that attendance is particularly important in courses which feature student participation and/or collaboration. As a supplement to the university policy, the Department adds the following:

Instructors may establish individual policies which require students to be present to participate in class. We recommend that in general education, lower-division, and non-seminar courses, participation count for no more than 10% of the final grade. Other recorded in-class activities (such as quizzes, group worksheets, drafting, reports, and so on) may, of course, count beyond this 10%.

In the Department, a typical course policy on attendance involves allowing up to two weeks' worth of absences, for whatever reason. Beyond that number, which varies according to how many times a week the course meets, a student may be in danger of failing on the basis of non-participation.

Approve the departmental faculty February 8, 2001