

Discrepancies in the Attendance Policy

Current language in the *Undergraduate Catalog* (p. 22)

Attendance Policy

Each member of the faculty may establish an attendance policy for his or her courses and should describe the policy in the course syllabus. Faculty may choose to use attendance to determine a portion of the student's final course grade. Consequently, students should ensure that they understand and follow the instructor's attendance policy.

Although the University does not have a uniform attendance policy, students should attend all scheduled meetings of the course. Students assume sole responsibility for obtaining information presented during a missed class session. Students who miss assignments, tests, and other exercises may complete the missing work at the instructor's discretion.

Failure to attend scheduled class meetings is not evidence of the student's intent to withdraw from a course. Students wishing to withdraw from courses must withdraw online or submit a Request to Withdraw form to the Records Office during the official drop period. Students cannot withdraw from a course either online or in the Records Office after the official last day to withdraw for the semester or summer term. Failure to withdraw officially from any course will result in a grade of F if the student has not successfully completed the assigned work.

Students who have not registered for a course may not attend or otherwise participate in the course.

Current language in the *Student Handbook* (p. 9)

Attendance Policy and Excuses

Classes

At the beginning of the semester, faculty members will state to their classes their policy on absences. It is the responsibility of the students to inform instructors when illness or participation in University activity prevents attendance. Instructors will decide whether the students may make up work missed and what effect the absences may have on the requirements of the course. When absences are occasioned by University projects, students should check with instructors, informing them of the possibility of the out-of-town trip and the classes to be missed. If instructors wish written confirmation of the organized trip before granting the excuse, a list of classes along with the instructors' names and the dates of the trip should be submitted to the office of the appropriate academic dean. All excuse requests must be submitted at least three days before the event. This list should be signed by the faculty advisor of the organization, who certifies the accuracy of the information. The dean issues the approval and returns the list to the faculty advisor of the organization, who gives each student a copy of the approved list to show to the instructors.

<http://www.utc.edu/Administration/StudentDevelopment/studenthandbook.php>

Current language in the *Faculty Handbook* (5.3.1)

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