

# Rudolf Steiner College

Policy Title: Attendance  Department: Academic, Registrar and Primary Designated School Official (PDSO)	Policy Number: 007
Approved By: Academic Dean  BPPE Laws & Regs as of 9-9-13: 94909(d) Reviewed by DOE: 2-25-2014	Date Implemented: January 16, 2013  Date Revised: February 11, 2014

**Purpose:**

To ensure attendance requirements are clearly defined, communicated and tracked.

**Scope:**

Chief Academic Officer, Registrar, Associate Registrar, PDSO (Student & Exchange Visitor Information System {SEVIS} term for International Student Advisor responsible for entering information into SEVIS and tracking all relevant processes for international students), faculty.

**Policy:**

All programs at the College are based on the premise that experiences gained through group interaction and discussions are primary elements of the learning process. The College regards attendance in courses as an essential indicator of a student’s commitment to the course, and maintains daily records of attendance for all courses. Daily attendance records are checked to ensure the student has not missed more than 14 consecutive days of a class. Attendance records are also used at the end of each course to evaluate whether the student has met the attendance requirement for course credit.

Students are expected to attend all sessions of their courses. Excessive absence, defined as less than 80% attendance, may result in the instructor dropping the student from the class and/or awarding a grade of “Incomplete.” Students should be aware that all missed class time requires make-up assignments. No credit will be given for attendance below 60%. Attendance below 80% will require extensive make-up assignments.

Students missing 14 consecutive classes will be automatically dropped from the class. There is no appealing or making up absences.

The attendance of international students will be monitored closely. Failure to attend courses may result in international students losing their student status. This will be immediately reported to the US Citizenship and Immigration Services (USCIS).