

TWU Revised Policy on Attendance

Consistent and attentive attendance is vital to academic success, and is expected of all students. Grades are determined by academic performance, and instructors may give students written notice that attendance related to specific classroom activities is required and will constitute a specific percentage of students' grades.

Instructors are strongly encouraged to keep a record of student attendance. They should note absences due to documented student illness, serious illness or death in the student's immediate family, official school activity, state-recognized religious holiday, active military service that is of a reasonable brief duration or other verified absences deemed appropriate by the instructor. Students must consult with instructors regarding the completion of make-up work.

Absences do not exempt students from academic requirements. Excessive absences, even if documented, may result in a student failing the course. An incomplete may be granted if the student has a passing grade, but only if the instructor determines that it is feasible for the student to successfully complete remaining assignments after the semester. Pursuant to university policy, such determinations are within the discretion of the instructor

The following are the guidelines regarding excused absences:

1. Documentation (Physician note and obituaries) for absences will only be accepted within 30 days of the absences.
2. Documented absence does not preclude a student from still being responsible for assigned work and/or test. It is the student's responsibility to contact professors regarding assignments.

Today's Date:

Student's Name:

Telephone #:

Student's ID #:

Reason for Absence:

Beginning Date of Absence:

Date of Return:

I have read and understand the above attendance policy:

Signed _____

Dated _____