

Rowan University

First-Year Writing Program Attendance Policy

Because the success of writing courses results, in large part, from the establishment of learning communities in which all members participate, and because participation in such learning communities requires attendance at and involvement in class meetings, and because the particular classroom experiences in writing courses are unrepeatable, the Department of Writing Arts has established the following attendance policy for all First-Year Writing courses.

Maximum Number of Allowable Absences

You are expected to attend class every day. You cannot pass this class if you miss more than the maximum number of permissible absences, including excused and unexcused absences. The maximum number of permissible absences for a 15-week course is as follows:

Class meets	Maximum number of permissible absences
Once/week	3
Twice/week	6
Three times/week	9

Excused Absences

You will be permitted to make up missed work for excused absences only. These include:

- religious observances
- official University activities
- illness
- death of a family member or loved one
- inclement weather

You must provide **official or verifiable documentation**. Consult with your instructor for what is considered acceptable.

In the case of religious observances or official University activities, you must inform your instructor **in advance** of your absence for it to be excused.

In the case of illness, death of a family member or loved one, or inclement weather, you must inform your instructor as soon as possible after the fact.

In the case of rare and compelling circumstances not listed in above, you should make every effort to discuss reasonable accommodations with your instructor in advance if feasible or as soon as possible afterward.

If you exceed the maximum absence limit, even for reasons that are excused, you must withdraw from the course. Normally, you will receive a WF (Withdraw Failing) on your transcript, but the Dean of Students, in consultation with your instructor, may change this to a simple W.

Unexcused Absences

Unexcused absences will be treated using the following scale:

One week or less	no penalty
one week + 1 absence	- 1/3 final grade (a B would become a B-)
one week + 2 absences	- 2/3 final grade (a B would become a C+)
one week + 3 absences	- 1 final grade (a B would become a C)
one week + 4 absences	- 1 1/3 final grade (a B would become a C-)

This rate of deduction continues until reaching the maximum, after which you will receive an F for the course.