

Attendance: Faculty and Student Responsibilities

Faculty Attendance

Full-time faculty and adjuncts alike should be aware of the following basic policies:

General University policy requires that all faculty meet their classes unless prevented by illness or other extraordinary circumstances. Faculty members are expected to be present, on time, for each scheduled class. If for reasons of illness, death in the family, religious observance or other emergency, a faculty member cannot be present for a scheduled class, the department chair should be notified before the fact so that the class can be informed or alternate arrangements made. Faculty are not permitted to change time, place, or duration of a class without permission from the department chair and notification to the registrar and the dean. Faculty members are required to record the last date of attendance for all students who receive an F, Incomplete, or who Withdraw from the course.

Student Attendance

Students are expected to be present at each scheduled class for which they are officially registered. Rowan's "community of learners" can be realized only when teachers and learners interact in the ways deemed appropriate for any particular class. Because Rowan recognizes diversity in both teaching and learning styles—and even course design and delivery—rules may vary with the learning experience, e.g., on-line or distance learning courses.

Faculty establish the parameters of a particular learning experience and are expected to maintain the efficiency of the community and to keep accurate attendance records. Faculty are also expected to counsel students who develop a pattern of excessive and unexplained absences, and to request assistance from the dean of students if the pattern of absences continues.

Students who are absent for reasons of illness, death in the family, inclement weather, religious observances, official University activities, or for matters of personal conscience, should inform each of their instructors, ideally with a written excuse, before the fact or as soon as possible thereafter. Except in cases where classroom experience can not be repeated, faculty may provide these students the opportunity to make up written work, tests or other assignments at the earliest possible convenient time.

In any event, faculty are under no obligation to make special provisions for students absent for reasons other than those listed above.

Faculty may establish additional attendance criteria which are consistent with the above paragraphs. In learning communities where attendance is critical to the functioning of the group, the rationale and justification for additional attendance requirements must be part of the syllabus provided for students prior to the end of the drop/add period.