

## Absence & Lateness Policies - Prof. H. S. Lowe

Wilmington College policy states in part *“Wilmington College expects students to exercise good judgment regarding attendance. Students accept full responsibility for ensuring that work does not suffer from absences. All students are expected to attend every scheduled meeting of each class on time. Exceptions may be made for Wilmington College-sponsored or work-related activities, illness, or valid emergencies.”*

I have elected to implement this policy as delineated in the sections below. If you do not understand this policy, please let me know immediately so that I can explain it to you. Also, let me now if you are to have ongoing problems with late arrival, early leave or overall attendance, such as attendance at Wilmington College extra curricular activities. We may be able to work out a mutually acceptable alternative schedule and/or work activities depending upon the course

### **ABSENCE POLICY:**

1. Students are permitted to miss **one class** or a total of **5** hours per block, including drop/add.
2. Students are permitted to miss two classes or 5 hours per semester, including drop/add.
3. Students are responsible for contacting the professor to obtain their make-up assignments.
4. Students missing class for **ANY** reason are required to complete make-up work as follows:
  - a. Make-up work will be assigned equivalent to the time missed.
  - b. Make-up work shall be submitted not later than the next class attended after the absence.
  - c. Students must achieve at least a passing grade on the make-up work.
  - d. Failure to submit assigned make-up work will result in a 30 point reduction in the final course grade. Late submittal will result in 50% reduction in credit for the assignment(s).

### **LATENESS & EARLY LEAVE POLICY:**

1. Students that need to leave early shall notify me before leaving. There are no exceptions. Failure to notify me may result in a significant reduction in final grade up to and including failure for the entire course.
2. Students **arriving late** to class or **leaving early** shall complete make-up work as follows:
  - a. **15 to 30 minutes:** Minimum of 2 pages; one typed, double-spaced paper on a current event relevant to the class (e.g., TEC120 “Intro to the Internet” would require an Internet-related current event).
  - b. **31 up to 45 minutes:** Minimum 2 pages (each); three typed, double-spaced papers on a current event relevant to the class (see example in 1a). ADD two additional current events for each additional 30 minutes late up to **120 minutes**. Greater than 120 minutes will be treated as an absence (see above)
  - c. Failure to submit assigned make-up work will result in a 15 point reduction in the final course grade. Late submittal will result in 50% reduction in credit for the assignment(s).
3. If a student knows in advance that they will have difficulty arriving on time due to college activities or work schedules, they should inform me at the first class. An alternate make-up work will be assigned to cover the time missed.

**NOTE:** Lateness or early leave assignments are additional assignments. That is, they are in addition to any normally required current events required for the class.

### **HYBRID & DISTANCE LEARNING (DL):**

1. **HYBRID:** Four or more zeroes on assignments is considered “Failure to Attend (FA)”
2. **DL:** Six or more zeroes on assignments is considered “Failure to Attend (FA)”