

## Attendance Policy Guidance for Students

- Adhere to consistent seating as determined by your instructor.
- If you are absent, notify your instructor via the instructor's preferred method of communication. For a prolonged absence, stay in communication with your instructor.
- If you are absent, file your absence with the Dean of Students Office. If you can provide documentation, do so.
- Faculty have been encouraged to be flexible with attendance and to work with students in making up missed assignments and work. Consequently, faculty may require alternative assignments to make up for missed classes (e.g., a summary of required reading to make up for a missed in-class quiz or activity).
- Abide by the [Student Code of Conduct](#) that states, "Students are expected to be honest in all academic work", which includes the reporting of absences.