

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Student Attendance</b>	<b>2-021 ACADEMIC AFFAIRS September 2013</b>
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**POLICY**

- 1.01 A primary component of OSU Institute of Technology's (OSUIT) mission is "*to prepare and sustain a diverse student body as competitive members of a world-class workforce.*" Regular and consistent attendance not only aids in academic success, dependable attendance is also a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.
- A. Faculty must include in each individual course syllabi expectations for which students will be held accountable. This information must be presented to students when covering the course syllabi and prior to the end of the Add/Drop period. Students receiving support from government agencies or other sponsors must abide by policies stipulated by their specific sponsor.
- B. Students shall not be marked as absent if missing class for situations such as, but not limited to:
1. participating in a required university activity such as a field trip;
  2. fulfilling a military obligation;
  3. a mandatory court appearance;
  4. death in the immediate family; and/or
  5. extreme illness or accident to oneself or immediate family. Instructors, at their discretion, may require proof of such events.
- C. It is the responsibility of the student to contact and inform the instructor and/or department in advance of such excused absences whenever possible.

**DEFINITIONS**

- 2.01 "Absent" in FACE-TO-FACE courses: Failing to attend all or a significant portion of a class or lab session.
- 2.02 "Tardy" in FACE-TO-FACE courses: Arriving late to class as defined by the individual class instructor. Faculty, at their discretion, may equate three tardies to equal one absence.
- 2.03 "Absent" in ONLINE courses: failing to *actively participate* in online coursework during a standard week timeframe for a given course.

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- A. Online courses will, at a minimum, have weekly mechanisms for student participation which can be documented by the submission or completion of a required activity.
- B. Active participation is defined as the completion of required course activities such as, but not limited to:
  - 1. completion of online quizzes or exams
  - 2. submission of assignments
  - 3. participation in assigned threaded discussions
- C. Students must demonstrate attendance through *active participation* in the course at least once every seven days. Simply logging into the course does not constitute active participation.
- D. Calculations for weekly to percentage ratios
  - 1. Missing 1 of 15 weeks = 6.67%
  - 2. Missing 2 of 15 weeks = 13.33%
  - 3. Missing 3 of 15 weeks = 20%
  - 4. Missing 1 of 7.5 weeks = 13.33%
  - 5. Missing 1.5 of 7.5 weeks = 20%

### PROCEDURES

#### 3.01 Early Intervention to Promote Attendance

- A. Any student, who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.

The Early Alert will be sent via email to the

- 1. student's "okstate.edu" email account,
  - 2. Division Administrative Assistant of the student's declared major who will forward to the student's assigned faculty/staff advisor who will be the primary point of contact for retention intervention, OR the Director of the LASSO Center for students enrolled in "Zero-Level" courses,
  - 3. OSUIT Retention Coordinator, and
  - 4. OSUIT Residential Life.
- B. At the point the Early Alert is issued, the student must meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for advising on how to improve their attendance and academic success.

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- C. During said advising, the student will be provided a copy of the attendance policy and sign a contract agreeing to improve their attendance or be subject to being administratively withdrawn from that course.
- D. Students failing to meet with their assigned faculty advisor or designated faculty/staff member within the seven-day period, or the equivalent portion of time in a shorter session, are subject to being administratively withdrawn.

4.01 Excessive Absences

- A. The university reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students with excessive absences will have their name submitted on the Administrative Withdrawal Form, to receive an “AW” for that individual course without refund.
  - 1. The faculty member will complete the Administrative Withdrawal Form including the percentage and dates of class missed and submit to the appropriate division chair for approval.
  - 2. Per Oklahoma State Regents for Higher Education (OSRHE) policy, the division chair will send the Administrative Withdrawal Form to the Vice President of Academic Affairs, who, if approved, will forward to the Office of the Registrar for processing.
- C. Students meeting the OSUIT Incomplete Policy are eligible to follow the procedures outlined within that policy.
- D. For programs that must abide by external accrediting, certifying, or licensing bodies, policies from those bodies shall supersede the OSUIT Attendance Policy. These programs must have their attendance policies on file with the Office of the Vice President of Academic Affairs.
- E. Students should be aware any of the following may impact their financial aid:
  - 1. being administratively withdrawn from a course
  - 2. dropping a course
  - 3. their last date of attendance in a course

# OSU INSTITUTE OF TECHNOLOGY POLICY & PROCEDURES

## Statement required for inclusion in all FACE-TO-FACE course syllabi

### **Attendance Policy for Face to Face courses**

A primary component of OSUIT's Mission is *"to prepare and sustain a diverse student body as competitive members of a world-class workforce."* Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

### **Definitions**

Absent: Failing to attend all or a significant portion of a class or lab session.

- A. Students may not be marked as absent if missing class for situations such as, but not limited to
  - 1. participating in a required university activity such as a field trip;
  - 2. fulfilling a military obligation;
  - 3. a mandatory court appearance;
  - 4. death in the immediate family;
  - 5. extreme illness or accident to oneself or immediate family. Instructors, at their discretion, may require proof of such events.
- B. It is the responsibility of the student to contact and inform the instructor and/or department in advance of such excused absences whenever possible.

Tardy: Arriving late to class as defined by the individual class instructor. Faculty, at their discretion, may equate three tardies to equal one absence.

### **Procedures**

#### Early Intervention

- A. Any student, who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student must meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

#### Excessive Absences

- A. The university reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
  - 1. being administratively withdrawn from a course
  - 2. dropping a course
  - 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

# OSU INSTITUTE OF TECHNOLOGY POLICY & PROCEDURES

## Statement required for inclusion in all ONLINE course syllabi

### **Attendance Policy for Online courses:**

A primary component of OSUIT's Mission is: "*to prepare and sustain a diverse student body as competitive members of a world-class workforce.*" Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

### **Definitions:**

Absent: Failing to *actively participate* in online coursework during a standard week timeframe for a given course.

- A. Students must demonstrate attendance through *active participation* in the course at least once every seven days. Simply logging into the course does not constitute active participation.
- B. Active participation is defined as the completion of required activities such as:
  - 1. Completion of online quizzes or exams
  - 2. Submission of assignments
  - 3. Participation threaded discussions, or
  - 4. Involvement in discussion question as determined by the instructor and indicated in the course syllabus.
- B. Calculations for weekly to percentage ratios:
  - 1. Missing 1 of 15 weeks = 6.67%
  - 2. Missing 2 of 15 weeks = 13.33%
  - 3. Missing 3 of 15 weeks = 20%
  - 4. Missing 1 of 7.5 weeks = 13.33%
  - 5. Missing 1.5 of 7.5 weeks = 20%

### **Procedures:**

Early Intervention:

- A. Any student, who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student must meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences:

- A. The university reserves the right to administratively withdraw any student from an individual course that misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
  - 1. being administratively withdrawn from a course
  - 2. dropping a course
  - 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.