

ATTENDANCE POLICY FOR ALL ENVD CLASSES - Spring 2020

Class attendance is a strict requirement. Treat class as you would a professional job.

1. Attendance will be taken at the beginning of each class meeting, including studio lectures.
2. Faculty will determine penalty for arriving late.
3. If you leave before the end of class without instructor permission, you will be counted absent.
4. Three absences in the first two weeks are grounds for an administrative drop from the course.
5. More than three absences in a given semester will result in a final grade reduction. Refer to the chart below.
6. More than six absences will result in not receiving ENVD credit for the course.
7. All absences are treated the same regardless of circumstance. You do not need to provide a note or an explanation for missed class.
8. If you experience an extreme circumstance (hospitalization, bereavement, etc.) which causes you to miss more than three classes, please discuss with your instructor. You will be asked to submit documentation to the Director of Advising within two weeks of the occurrence.
9. Faculty will keep an updated attendance record and make it accessible to students in Canvas or by other means.
10. If you don't show up to a presentation, you will receive a failing grade on the presentation.
11. One-credit courses will follow these policies but more than two absences will cause a grade reduction.

Absence	Grade Reduction	Hypothetical Grade		
1	no change	A	B	C
2	no change	A	B	C
3	no change	A	B	C
4	1 grade reduction	A-	B-	C-
5	1 grade reduction	B+	C+	no ENVD credit (D+)
6	1 grade reduction	B	C	no ENVD credit (D)
7+	no ENVD credit	no ENVD credit (D+)	no ENVD credit (D+)	no ENVD credit (D-)

Class type	Weeks in term	Classes per week	~ Classes in Term
Studio (1000s, 1100s)	~7.5 weeks	4 (3 day/week studio + 1 lecture)	30
Studio (2100, 3100, 4100)	15 week	2 (2 day/week studio)	30
Lecture or seminar	15 week	2 (2 day/week class)	30