

1. CLASS ATTENDANCE

- 1.01 Regular and punctual class attendance is expected of each student at Sam Houston State University.
- 1.02 It is expected that each faculty member will keep a record of student attendance.
- 1.03 Each faculty member will announce to his/her classes the policies for accepting late work or providing make-up examinations. Students are expected to show appropriate cause for missing or delaying major assignments or examinations.
- 1.04 A student shall not be penalized for three or fewer hours of absences when examinations or other assigned class work have not been missed; however, a student may be penalized for more than three hours of absences at the discretion of the instructor.
- 1.05 Each instructor is obligated to clarify his/her classroom policy regarding absences in writing to each student enrolled in class at the beginning of the semester or summer session.

2. METHOD OF RECORDING ABSENCES

Class absences will be recorded and counted only from the actual day of enrollment for the individual student in that specific class.

3. INDICATION OF COURSE PROGRESS

- 3.01 A student frequently needs an appraisal of his/her academic progress from an instructor prior to a drop deadline in order to provide a basis for determining whether or not to drop a course.
- 3.02 The expectation of a student to be able to gain some indication of academic progress prior to the published drop date is not unreasonable.
- 3.03 The manner in which a valid appraisal of course progress is to be provided to a student is left to the discretion of the individual instructor.

APPROVED: /signed/
James F. Gaertner, President

DATED: 05/06/05

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: April 1, 1980
Reviewer(s): Academic Policy Council

Review Cycle: April, ENY*
Review Date: April 1, 2006

Approved: /signed/ Date: 04/29/05
David E. Payne
Provost and Vice President
for Academic Affairs

*ENY = Even Numbered Year