Policy R-10

Title: EXCESSIVE ABSENCES
Number: R-10
Date of Inception: March 15, 1993

Purpose: To drop students from class when they have exceeded the number of permitted absences for a class. Professors of 300 and 400 level courses (and graduate level) may elect not to enforce the following attendance policy. However, no other attendance policy may be substituted for the CSU attendance policy. Regardless, attendance must be taken until the "NA" (never attended) report is submitted to the Registrar.

Instructors/professors will automatically drop students from class and assign the grades of "FA" (Failure for Absences) when students have missed 25 percent of the class meetings (excluding the Final Exam Period).

The following shows the number of absences at which a student will have missed 25% of the class meetings and will receive the grade of "FA" (except Bridge Program courses listed separately below).

**FA Policy for On Ground Classes:**

**FALL AND SPRING SEMESTERS** (meeting all semester):

- Class meeting five times per week – 18
- Class meeting four times per week – 14
- Class meeting three times per week - 11
- Class meeting two times per week - 7
- Class meeting one time per week – 4

**FALL AND SPRING ACCELERATED EVENING CLASSES** (half-semester sessions):

- Class meeting three times per week – 6

**SUMMER SESSIONS:**

- Class meeting five times per week – 7
- Class meeting four times per week - 5
- Class meeting three times per week - 4
- Class meeting two times per week - 3
- Class meeting one time per week – 2

**MAYMESTER:**
Classes meeting four or five times per week – 4

THE BRIDGE PROGRAM CLASSES:
For Mathematics 099, English 099 and all companion courses including GNED 107 (College Reading and Study Skills), the following policy regarding absences apply:

Classes meeting five times per week – 11
Classes meeting four times per week- 9
Classes meeting three times per week - 7
Classes meeting two times per week - 5
Classes meeting one time per week - 3

FA Policy for Online Classes:

FALL AND SPRING SEMESTERS (14 week sessions):
Any student who does not log into their course for 28 consecutive days will be assigned a grade of FA (Failure due to Absences).

FALL AND SPRING ACCELERATED EVENING CLASSES AND CAPS CLASSES (7 week sessions):
Any student who does not log into their course for 14 consecutive days will be assigned a grade of FA (Failure due to Absences).

SUMMER SESSIONS (5 week sessions):
Any student who does not log into their course for 10 consecutive days will be assigned a grade of FA (Failure due to Absences).

MAYMESTER (3 week sessions):
Any student who does not log into their course for 6 consecutive days will be assigned a grade of FA (Failure due to Absences).

FA Policy for Blended Classes:
Students enrolled in hybrid (blended) courses will be subject to BOTH (on-ground and online) FA policies. That is, if a student misses 25% of the mandated on-ground meetings OR does not login within the prescribed number of days (see online FA policy above), then that student will receive an FA.

An absence is defined as nonattendance for any reason, including late registration, illness, emergency or official leave. Three (3) instances of tardiness or leaving class early are equal to one absence.
In order to drop a student as a result of excessive absences, the instructor/professor must complete, sign and forward a Report for Excessive Absences (RO-116) form or submit the information online in MyCSU to the Registrar.

Upon receipt of a Report of Excessive Absences form or online information, the Registrar will record the grade of "FA" in the student's record, forward the appropriate copies of the report to the student, the VA Office, the Student Athlete Coordinator, where appropriate, and the instructor/professor.

By Action of the Faculty Senate and the Academic Council, March 15, 1993.
Revised by the Registrar August 21, 2000 with Provost Approval.

Revised by the University Registrar and VPAA April 9, 2013.

Revised by the Faculty Senate January 24, 2012 and April 28, 2015.

Revised by the Dean’s Council July, 2015 and Faculty Senate and the University Registrar 9, 2015.