

## **Attendance Policy**

The 2010-2012 UNI Catalog states:

“Students are expected to attend class, and the responsibility for attending class rests with the student.

“Students are expected to learn and observe the attendance rules established by each instructor for each course.”

### **My attendance rules for this class are as follows:**

#### **Personal Absences:**

- After the add deadline, you are allowed **SIX** personal absences. You may use them as you like, but once they are gone, you will not receive more, so they should be saved up and used for illnesses, appointments, and family emergencies such as deaths and funerals.
- Once you have used up your six personal absences, each additional absence will reduce your **end-of-the-semester** average by **FIVE** points.
- Absence from class on the Friday immediately before Spring Break will count as **THREE** personal absences.

#### **Excused Absences:**

- Under the terms of the UNI Catalog, absences due to official activities of University athletic and academic organizations may not be counted against a student. This rule does **NOT** apply to social and religious groups affiliated with the University. If you are on a University athletic team or participate in a University academic organization and must be absent, bring me a formal letter stating the reason for your absence, signed by the University official in charge of the activity.
- I will also excuse absences due to the following non-University causes:
  - actual, physical, hospitalization (i.e., overnight admission)
  - call-up for military duty
  - court duty, including
    - jury duty
    - appearance as a witness
    - appearance as a plaintiff
    - appearance as a defendant
  - as with excused University activities, you must give me documentary proof of the reason for your absence.
- No other absences, including those for personal or family emergencies, will count as excused absences, so you should save up your absences in case of such emergencies.
- I will post your **TOTAL** number of absences along with the scores on each test. Consult the posting to see what the tally of your absences is.