

Revised Attendance Policy Spring 2021

MVNU is a teaching institution and, as such, it places a high premium on classroom attendance in order to support and elevate academic excellence. Students, therefore, are expected to attend the classes for which they are confirmed, including scheduled final exams. "Classes" means whenever the class meets synchronously—together at the same time—whether students are in-seat in an MVNU classroom or attending via videoconference. "Classes" also means when the class meets asynchronously—students accessing assignments and class lectures at different times in the week.

If students miss a synchronous class for any reason, they are to contact their professor via MVNU email with an explanation within 24 hours; no additional documentation is necessary for illness. However, students should inform Student Health Services if they feel ill for any reason. Frivolous absences remain unexcused (e.g., oversleeping), at the professor's discretion. Policies for asynchronous meetings remain in effect, requiring substantial online participation during each week of class.

For classes that are delivered in a hybrid or in-seat modality, students are to be in seat on their designated days. Students who choose not to be in seat for reasons not included in Excused Absences will have their absence marked Unexcused unless the professor has given the student permission to attend class via Zoom.

Regardless of attendance, students are responsible for all course work missed, to be completed in a reasonable time consistent with instructors' policies, which are to be included in each course syllabus.

The following criteria for Excused Absences have not changed:

Excused Absences

The following situations constitute excused absences for students, including final exam week. The procedures that follow are also in effect.

University-Sanctioned Events:

- Field trips and other off-campus events that are University sponsored - Students are responsible for initiating communication with faculty at least one week in advance of the absence. Faculty are to consult the official policy for reporting procedures for Off-Campus Travel.
- Early release for on-campus events that are University sponsored - Students are responsible for initiating communication with faculty at least one week in advance of the absence. Event organizers (usually faculty) are responsible for communicating with the Academic Affairs Office regarding requests for early release notifications.
- Athletic competition events (Varsity, Reserve, and Club Levels) - Students are responsible for initiating communication with their faculty about their team membership and schedule. Near the beginning of each season, the Athletic Director will send team schedules and tentative rosters to Academic Affairs, which will disseminate this information to faculty. Faculty may verify team rosters and schedules on the web at <http://www.mvnuougars.com>. Updates are made for roster changes, game cancellations, rescheduled games, pre- and post-season play, and tournament play.
 - Away games may require long-distance travel, which could result in teams having to leave campus the night before. For home games, teams usually report to the event 90 minutes prior to game time.
 - Athletes who are unable to participate in competition events as a result of injury and who miss class for any athletic event are not excused from class.
- CCP Students are excused from classes for University-sponsored events, as well as extracurricular events that are sanctioned by the student's home high school or middle school. Students must communicate with faculty and provide documentation of their participation in the event in order for the absence to be excused. The documentation should be verified by a school administrator, coach, or director in charge of the event in order for it to be valid.

Medical, Legal, and Military Events:

- Emergencies or death in the immediate family - Students are responsible for initiating contact with the Academic Affairs Office as soon as is practical. Upon receipt of information (written or verbal) from the student, a relative of the student, or an MVNU faculty or staff member, the Academic Affairs office will notify applicable individuals. Immediate family includes parents, legal guardians, siblings, grandparents, aunts, uncles, cousins, and children.
- Legal responsibilities - Students must provide documentation to the Academic Affairs Office no less than one week in advance of the obligation. Upon receipt of appropriate documentation, the Academic Affairs Office will notify applicable individuals.
- Extended illness/medical leave (longer than one week of classes) - Upon receipt of appropriate documentation from the student, the student's parent or legal guardian, an MVNU faculty/staff member, or the student's primary healthcare provider, the Academic Affairs Office will notify all applicable individuals. In certain situations, it may be necessary for the student to withdraw or be withdrawn from a single class or multiple classes.
- Military responsibilities (up to three weeks of classes) - Students must provide documentation of military orders to the Academic Affairs Office within one week of receiving orders. Upon receipt of appropriate documentation, the Academic Affairs Office will notify all applicable individuals. If the leave of absence for military duty is to exceed three weeks, the student must contact the University Registrar to discuss a course of action. In certain situations, it may be necessary for the student to withdraw or be withdrawn from a single class or multiple classes.