



Policy Name:	Attendance Policy
Effective Date:	May 1, 2023
Last Revision Date:	Unknown
Last Review Date:	March 30, 2023
Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost
Category:	Academics and Enrollment

Purpose

Policy

Students are expected to attend all classes as specified in the course syllabi for each course. However, specific attendance policies may vary from instructor to instructor. Each instructor will clarify the attendance policy at the beginning of each course. It is the responsibility of the student to promptly notify his or her instructor when unable to attend class. Students receiving veterans’ benefits should consult with the coordinator of Veterans’ Affairs for the additional attendance requirements.

A student may make up class work without penalty if engaged in University activities endorsed by the Provost or prevented from attending by circumstances considered adequately extenuating by the course instructor.

After the add period until the end of the drop period, an instructor may request the Office of the Registrar to delete a student from the class roster due to non-attendance

Procedure

Instructor should fill out the Administrative Drop Request form available on the Registrar’s website--
<https://www.nwmissouri.edu/registrar/forms.htm>.