

## **General Absence Policies**

Class attendance is essential for effective learning. Students are expected to attend class unless prevented by illness or emergency. NOBTS does not have excused absences. Class periods missed because of late enrollment will be counted as absences. In addition, three occasions of arriving late or leaving early will count as one absence.

Students should avoid unnecessary absences so that illness or emergencies will not cause failure in the class. Students who miss more than the maximum hours cannot receive credit for the course. They will receive an "F" for the course.

No absences are allowed in academic workshops or one-week summer classes.

The maximum number of absences without failure for classroom courses is as follows:

### **Graduate Absence Policies**

- 1-hour course - 3 classroom hours absent
- 2-hour course - 6 classroom hours absent
- 3-hour course - 9 classroom hours absent
- 4-hour course - 12 classroom hours absent

### **Graduate Hybrid Policies**

Hybrids that meet 4x a semester - students can only miss one of the four class sessions

Hybrids that meet 6x a semester - students can only miss one of the six class sessions

Hybrids that meet 8x a semester - students can only miss two of the eight class sessions

Graduate students missing more than the maximum number of absences may refer to the Academic Grievance Procedures in the Graduate Catalog.

### **Undergraduate Absence Policies**

- 1-hour course - 3 classroom hours absent
- 2-hour course - 6 classroom hours absent
- 3-hour course - 9 classroom hours absent

### **Undergraduate Hybrid Policies**

Hybrids that meet 4x a semester - students are not allowed to miss any of the four sessions

Undergraduate students missing more than the maximum number of absences may only appeal to the Dean of Leavell College to have the grade of "F" changed.