

## Attendance & Excused Absence Policy

Category	Details
F or Fail Grade Criteria	- A grade of F (or Fail) will be given if absences exceed 1/3 of total class hours
Examples	<ul style="list-style-type: none"> <li>- 1 credit (15 hrs) → More than 5 hrs absent</li> <li>- 2 credits (30 hrs) → More than 10 hrs absent</li> <li>- 3 credits (45 hrs, 3-3-0) → More than 15 hrs absent</li> </ul>
Excused Absence Criteria	- If the total of excused absences + unexcused absences exceeds 1/3, no credit will be granted
Approval Authority	- Department Head (or Program Director)
Submission Deadline	- Must be submitted within 14 days (2 weeks) after the absence- Submissions after the deadline or after the semester ends will not be accepted
Exceptions	- Exceptions may apply (e.g., student athletes, etc.)

We would like to inform you of the excused absence policy and the criteria for receiving no academic credit.

Please review the information carefully to avoid any disadvantages regarding attendance.

For absences due to hospital visits, a medical certificate issued by the hospital must be submitted to the department in order for the absence to be recognized as excused.

Please note that only the day of the absence will be recognized.