



### **Class and Field-Trip Attendance in Study-Abroad Programs**

1. A student is required to attend all class sessions held during the first day of each course in a study-abroad program. In most instances, each week of a program represents a separate course. The first day in each course will be identified in program materials and in the program syllabus.
2. If a student fails to attend at least 77% of the remaining total class minutes in a course, he or she will automatically be excluded from taking the final examination in that course, regardless of any reason for the absence. For example, in a one-credit hour course that meets for 175 minutes on four consecutive days, a student will be required to attend all 175 minutes of the first meeting of the class, and 405 minutes of the remaining 525 minutes the class meets. The on-site director of each program will keep attendance records for all class sessions.
3. A student also is required to attend each field trip identified as mandatory on the calendar of activities for the program. A student who fails to attend a mandatory field trip will be excluded from taking the final examination for the course.
4. Students are urged to track their attendance in each course, as neither the professor nor onsite director is obligated to inform students about their number of absences. The professor retains the discretion to treat a student who arrives late or departs early from a class session as absent from that class session; the professor may also mark a student absent if he or she leaves the session for a significant portion of time. If noted in the syllabus, the professor may consider failure to attend and prepare for class in assigning a student's grade in a course.
5. The only exception to paragraphs 1, 2, 3 or 4 of this policy will be for extraordinary situations that the student can demonstrate were beyond his or her control. The onsite director will determine whether an exception applies. For example, if a student misses the first hour of the first day of a course because of a medical emergency, and the student provides acceptable documentation of this emergency, the onsite director may grant an exception from the provisions of paragraph 1, provided the student otherwise complies with this policy.
6. This policy does not apply to the College of Law's semester-abroad program in London, England. Instead, the "Additional Attendance Provisions for the Autumn in London Program" applies.

**Cross-references:** Participation in Stetson Study-Abroad Programs; Attendance Requirements for Electronic Education Courses; Course Attendance; Additional Attendance Provisions for the Autumn in London Program.