

ATTENDANCE

The instructional programs at VCU are based upon a series of class meetings involving lectures, discussions, field experiences, special readings and reporting assignments. Therefore it is important for each student to be in attendance on a regular basis. A student who misses a class session is responsible for completing all material covered or assignments made during the absence.

Students must be informed in writing of the attendance requirements and the corresponding consequences of poor attendance for the courses and/or program in which they are enrolled. Though the attendance requirements may vary widely from one course to another, students must abide by these requirements. Students cannot enroll in two courses that meet concurrently without written approval from the chair of each department involved.

Consequences of poor attendance

Students having attendance problems should contact the instructor to explain the reasons for nonattendance and to discuss the feasibility of continuing in the course. If the student has fallen so far behind that the successful completion of the course is impossible, the student should withdraw from the course before the end of the first 10 weeks of classes.

If the student continues to miss class and does not officially withdraw from the course, the instructor may withdraw the student for nonattendance with a mark of W before the end of the first 10 weeks of classes or may assign an academic grade at the end. Withdrawals are not permitted after the end of the first 10 weeks of classes. For classes that do not conform to the semester calendar, the final withdrawal date occurs when half of the course has been completed. Withdrawal dates for summer session classes are provided on the Summer Studies Calendar (<http://www.summer.vcu.edu/calendar>).

Religious observances

It is the policy of VCU to accord students, on an individual basis, the opportunity to observe their traditional religious holidays. Students wishing to observe a religious holiday of special importance must provide advance written notification to each instructor by the end of the second week of classes. On these dates, instructors are encouraged to avoid scheduling one-time-only activities that cannot be replicated. Through such strategies as providing alternative assignments or examinations, granting permission for audio or video recordings or the use of the Internet, faculty members are expected to make reasonable academic accommodations for students who are absent because of religious observance.

Mandated short-term military training

Students called to report for mandated military training must provide advance written notification to each instructor several weeks in advance of training. Faculty members are expected to make reasonable academic accommodations for students who are absent because of mandated short-term military training (short-term is defined as several days not to exceed two weeks).