ELIZABETH CITY STATE UNIVERSITY
CLASS ATTENDANCE POLICY

STATEMENT
The Elizabeth City State University class attendance policy (revised 1997) is designed to encourage students to make the best grades of which they are capable, while discouraging absences. This policy applies to all students regardless of classification.

PROCEDURAL STEPS FOR IMPLEMENTING THE POLICY

(1) Students are first notified by each instructor in whose class they are enrolled, of the class attendance policy and when they have accumulated one less than the maximum number of absences allowed. Because of the compact nature of summer school classes, during summer school students are allowed two (2) class absences for a three-hour class, one (1) absence for a two hour class, and no absences for a one hour class.

(2) Students are notified a second time when they have accumulated the maximum number of absences allowed for that class.

(3) Should students exceed the maximum number of allowable absences in a class, they will be notified in writing (and the department chair in which the course is being taught will also be notified) that a grade of "FA" will be submitted to the registrar.

(4) Upon receipt of notification from the course instructor that a student has exceeded the allowable number of absences, the student may appeal following the appeal process set forth in the university catalog. This appeal process must be followed precisely in order for the appeal to be valid.

SPECIAL NOTE
In the event of genuinely extenuating circumstances, instructors will work with students to arrive at a satisfactory solution to the problem. However, students should not rely upon any glib or implausible excuse to attempt to invalidate the above procedure.

THE STUDENT APPEAL PROCESS

When an instructor informs a student of that instructor's intention of turning in a grade of "FA" because of excess absences, the student may appeal. The appeal process begins with the instructor. Next, appeal may be made to the department chair. Finally, the student may appeal to an appeal board composed of instructors, administrators, and students. All such appeals must be initiated within (5) days of the date the student is sent notification of the instructor's intention to turn in an "FA" grade. NO APPEAL WILL BE ALLOWED AFTER COURSE GRADES HAVE BEEN SUBMITTED TO THE REGISTRAR.