



ATTENDANCE POLICY

Please note that this policy is a draft and subject to change.
Last updated 8.15.22

Students attain maximum academic benefit through regular class attendance, and attendance is of particular importance in education abroad. Verto has the responsibility to ensure compliance with regulations set forth by our Academic Provider, the University of New Haven, NEASC accreditation, and immigration controls, which includes attendance tracking to ensure students meet requirements relevant to immigration status of the host country.

Absences in excess of approximately 10% of contact hours (e.g. the equivalent of 5 contact hours for a standard 3-credit course, or roughly two weeks of classes) negatively impact student learning outcomes and the academic learning environment and so are not permitted. Failure to regularly attend classes as outlined in the attendance policy will result in academic actions from reduced grades to program dismissal if students are unable to maintain full-time student status.

Attendance Policy

Students are expected to attend all scheduled class sessions, labs, and course-related activities and excursions. Students should be punctual and thoroughly prepared for class activities.

- In each course, there is a maximum number of accumulated general absences due to illness, mental or physical health, personal emergency, transportation delays, or other issues as outlined in the course syllabus.
- Final course grades may drop by one-half (for instance, A- to B+) to a full letter grade (A- to B-) for additional class time missed beyond the maximum number of general absences, regardless of the reason for the absence.
- If a student's absences exceed the equivalent of three weeks of class missed, students will fail the course or be removed from the course by the faculty member.
- All students must maintain full-time student status (minimum of 12 credits) and attend classes every week. Any student who fails to maintain student status is subject to program dismissal.

Federal regulations require evidence of "academic engagement" in the form of documentation of regular and substantive interactions between students and faculty in the learning environment. This includes:

- Arriving to class on time and staying for the full class duration
- Active participation and engagement in classes and out-of-class activities
- Participating in experiential and active learning activities as part of the classes
- Engaging in course learning systems (e.g. Canvas, Cengage) and resources
- Participating in required meetings between peers, faculty, and academic support staff
- Submitted work that demonstrates "sufficient mental effort, active participation, and commitment" that is gradable by faculty.

General Grading Policy by Classes Missed

Grading Policy	General Absences (No Penalty) by # classes missed	Grade Penalty 1 (1 letter grade) by # classes missed	Failure by Absence by # of classes missed
1 class meeting per week (3 or 4 credits)	1	3	3.5
2 class meetings per week (3 or 4 credits)	3	5	7
3 or more class meetings per week (3 or 4 credits)	4	6	10

- Faculty will provide a course specific grading policy based on course credits, contact hours, and meetings per week based on the Verto General Grading Policy. Lab courses may have additional requirements. Faculty may have additional details or requirements.
- Students are required to notify faculty of absences, as outlined below, and are responsible for any assignments, deadlines, homework, and notes for classes missed.
- Documentation is not required for general absences as absences are not counted as “excused” or “unexcused”, unless the absence falls into another category as indicated below in Types of Absences, or upon request by academic staff or faculty.

Student Responsibilities for Attendance and Participation

Students are responsible for their attendance and class participation. Students are required to attend all classes, labs, course related activities and excursions. Students are expected to regularly and punctually attend all classes, and must be ready to fully participate. Student attendance is a key factor in building positive learning environments, and making the most out of the experience abroad. Timely and consistent attendance and active engagement are key components of the Verto learning experience and are vital for experiential learning.

Attendance includes:

- In-person classes and related class activities (punctual, on-time) to classes, labs, studios
- Digital classrooms or online instructional discussions
- Academic Assignments and Exams
- Required study or project group meetings and/or meetings with faculty members
- Academic excursions, active learning activities, guest speaker, and/or field trips outside of the classroom
- Learning Labs, Tutoring, or Learning Support Services as required

Types of Absences: Students are expected to manage absences according to the policy.

General Absences: Absences related to lateness, medical appointments, illness, mental health, scheduling conflicts, travel delays, personal reasons, funerals, weddings, etc. are examples of general absences, whether planned or unplanned. General absences are not excused absences. No documentation is required.

Academic Accommodation or Religious Absences: Students who will miss one or more classes for specific religious or academic or medical reasons, must submit a request for academic accommodations to Verto's Academic Provider, along with requisite documentation. Accommodations are not guaranteed. Upon approval, faculty will reasonably accommodate when possible. It is up to the student to discuss directly with faculty with as much notice as possible. Absences are evaluated on a case by case basis.

Emergency Absences: In the event of an emergency, students must contact Verto's Dean of Students or the local Program Director/staff who will facilitate notifications to faculty in the event that students are unable to contact instructors due to their condition. Emergency absences are evaluated on a case by case basis for application of the attendance policy.

Extended Absences: Required quarantine or extended isolation requirements, that result in students missing more than one week of classes - up to 14 days of class. If a student is instructed to quarantine by Verto staff or a medical professional locally, or tests positive for COVID or Monkeypox, Verto staff and faculty will work with students to make arrangements for remote learning, when possible, during the period of recovery or quarantine. In the event of a required quarantine or extended isolation requirements, students must provide documentation and follow Verto's Policy (see COVID and Monkeypox policies). Students will need to notify faculty and make arrangements for extended absences. Students may be expected to attend classes remotely/online/synchronously, attend make-up classes, and/or complete alternative work assignments. Attendance policies will be adjusted as necessary depending on the length of the absence. Students may be advised to withdraw from a course or have to take an incomplete, depending on the timing and duration of extended absences. Medical documentation may be required, such as doctor's note, medical visit records, other documents that demonstrate extenuating circumstances.

Lateness

When students arrive late to class it disrupts the classroom environment and negatively impacts learners and faculty. All students must make an effort to arrive at class no later than the official start time of class, preferably a few minutes early to get organized and in the correct mindset to be present for class.

- A student will be marked absent if not present when attendance is taken
- Students will be marked absent if arriving 10 minutes or more after the scheduled class start time.
- Persistent lateness will result in Academic Actions that include meeting with faculty and

- Academic Success Coordinator, time management workshops or activities, or other actions as determined appropriate.
- Faculty have the authority to remove students from the class period or the overall course for failure to address persistent lateness.

Faculty Expectations for Student Attendance

Students are responsible for reviewing and understanding the attendance policy and faculty expectations for each course as outlined in the course syllabus.

- Students are responsible for respectfully communicating with their instructors about attendance with as much notice in advance as possible. The communication may occur via Canvas, email, in person, office hours, phone, etc. Check with your instructor for specific communication and notification preferences.
- Students will contact instructors in advance of absences and follow up with a visit to office hours or communicate with their instructor to ensure they do not get off track as a result of a class absence.
- Faculty will outline their specific preferences in their course syllabus or Canvas site, and students are encouraged to reach out to faculty or Academic Success Coordinators with questions.
- Faculty will report absences on Canvas and engage Academic Success staff to support students regular course attendance.

Absence Reporting - Student Responsibilities

- Communicate with faculty and staff in advance of the absence.
- Submit timely documentation, when required or requested, relevant to absences.
- Stay abreast of coursework, review all missed classes, notes, homework, etc.
- Notify class peers or communicate with group members for team projects if your absence will impact others in the course (e.g. missing a class during a presentation).
- Turn in assignments or required work as scheduled. Missing classes for any reason does not change course due dates or obligate faculty to reschedule homework, exams, labs, or other course work or activities.

Missed Classes and Make-Up Policies:

- Faculty are not obligated to provide make-up classes or exams to individual students as a result of an absence, unless planned for or approved in advance by academic accommodations or upon administrative request or approval.
- It is the student responsibility to obtain all information from any missed classes and to communicate absences in advance with their instructor and Academic Success Coordinator.
- Verto may schedule mandatory make-up classes that are required for students in the event that a program requires additional contact hours due to local holidays, visa or

immigration regulations, unexpected campus closures due to medical, weather, or other unexpected reasons. Students are expected to attend any scheduled make-up classes as part of the program.

Academic Actions - Attendance

- Students will receive early warning notifications from Academic Success Coordinators and/or Faculty relevant to course attendance.
- Students will be required to meet with Faculty and/or Academic Success Coordinators if attendance issues are reported. Students will meet with ASCs to discuss absences and create academic action plans to ensure students continue to maintain satisfactory academic progress while abroad.
- Students who have an Academic Action Plan may be required to complete Academic Success and #CollegeStrong workshops and demonstrate progress toward completing requirements of the Academic Action Plan.

Removal from Courses due to Non-Attendance:

- Students will be removed from any/all classes at the end of the first week of classes if they have not been attending and/or they have not communicated with their professors.
- Faculty have the authority to dismiss from class any student who has been absent for more than two weeks of classes in accordance with the above policy.
- A dismissed student will receive a withdrawal (W) from the course if they are eligible for a withdrawal per the university "Withdrawal from a Course" policy, or a failure (F) if not. Both "W" or "F" will appear on the final transcript.
- Refunds are not available for students who have withdrawn from or been removed from a course(s) due to non-attendance.

Student Status While Abroad

Students are subject to all visa and immigration regulations that require students to maintain a full-time student status (12 credit minimum) while abroad. If students fail to regularly attend classes or maintain full-time student status, your student status may be jeopardized and can impact your financial aid, scholarships, and overall eligibility to remain on the Verto academic program. Students may be subject to program dismissal if unable to maintain full-time status.

Faculty Responsibilities related to Attendance Policies

- Faculty are responsible for confirming final enrollment in their courses. Students who are not officially enrolled or registered cannot take part in classes or course activities.
- Faculty will notify academic staff to remove students from classes at the end of add/drop if they have not been attending classes.

- Faculty are responsible for providing students with a written statement of their expectations related to absences and attendance and how participation is evaluated.
- Faculty are responsible for taking daily attendance records, tracking and reporting attendance in Canvas, and communicating any changes in course meetings or schedules to students in advance of the class meeting.
- Faculty are responsible for communicating any requirements for out-of-class meetings and ensuring students have clear information about attendance expectations.
- If an instructor is more than 15 minutes late for a class meeting without providing notification to students, students may leave without penalty.
- Faculty must report “Last Date of Attendance” for students requesting Course Withdrawals prior to the Withdrawal Date.
- Faculty are responsible for applying officially approved academic accommodations that may impact student attendance or participation, and modifying policies as appropriate.
- Faculty may need to schedule make-up classes or planned work, as required by the academic program, approved accommodations, or as a result of an emergency / unexpected circumstance, upon approval. Faculty are not obligated to provide make-up exams or classes to individual students.

Questions?

If you have questions about the attendance policy, please contact the local Academic Director/Manager or aahq@vertoeducation.org to connect with Academic Affairs Headquarters staff.

This policy has been modified from Verto Education’s Academic Provider, the University of New Haven and adapted to ensure students are in compliance with local immigration regulations. For more information, please review [UNH Attendance Regulations](#).