

ATTENDANCE POLICY

Updated August 3, 2023

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Overview

We know attending classes is crucial for success in college and especially during a study abroad experience. At Verto, we have attendance policies to make sure everyone stays on track with the University of New Haven's regulations and accreditation requirements, while also maintaining their visa/student immigration status in the host country.

Verto participants are permitted a set number of absences related to the number of credits the course carries and how many times it meets per week.

- **Absences in excess of 10% of course contact hours are not permitted as excess absences negatively impact student learning outcomes and the learning environment.**
- **Participants must regularly attend class to maintain full-time academic status (12 credits) for visa and immigration purposes for the program duration.**

- Each course has a maximum number of accumulated general absences (see course syllabus). Additional absences beyond this will result in actions ranging from a **reduced grade** up to dismissal from the course.
- If dismissal from a course takes a participant out of full-time status (12 credits), participants are subject to **academic program dismissal**.

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

Excessive Absences: If student absences exceed the equivalent of three weeks of class missed, students will fail the course (“F”) or may be removed from the course by the faculty member (“Did Not Attend”). Failure to attend or removal from a course due to excessive absences will result in an “F” grade on the final transcript.

Attendance Policy - Course Details

The table below shows the highest grade possible based on the number of absences accrued over the semester. The highest grade at the University of New Haven is an A+. Faculty will adjust grades at the end of the grading period to reflect any impact of absence on the earned grade.

Participants who have excessive absences of more than 10% of the course will be subject to Failure for excessive absences F(Ab) and will receive an “F” on the final course transcript.

Highest Grade Possible Based on Number of Absences and Course Type							
Course Credit Hours & Class Sessions Per Week*	Number of Absences and Grade Impact						
	1	2	3	4	5	6	7
1 credit meeting every other week	A	B+	F(Ab)				
1 credit meeting once per week	A+	A	A-	B+	F(Ab)		
3 or 4 credits meeting once per week	A+	A	B+	F(Ab)			
3 or 4 credits meeting twice per week	A+	A+	A+	A	A-	B+	F(Ab)
Lab component**	A+	A	B+	F(Ab)			

* as applied to the general weekly course schedule, regardless of holidays or course cancellations

** failing the lab component of a lecture/lab course also results in failure of the lecture

F(ab) = Failure by absence

Student Responsibilities for Attendance and Participation

Students are responsible for their attendance and participation and are required to attend all classes, labs, course related activities and excursions. Participants are expected to regularly and punctually attend all classes, and must be ready to fully engage in class. 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 important 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, Quizzes and Exams
- On-time arrival and staying for the duration of the class or learning activity
- Required study or project group meetings and/or meetings with faculty members
- Academic excursions, active learning activities, guest speakers, and/or field trips outside of the classroom

- Workshops or events that are related to the course
- Learning Labs, Tutoring, or Learning Support Services as required

Academic Engagement

Verto values active student participation and engagement in the overall academic experience and emphasizes the importance of student engagement in creating a positive learning environment. Faculty also consider student engagement in addition to regular attendance and students are evaluated upon active, academic engagement.

Academic engagement is defined as regular and meaningful interactions with your professors and peers in the learning environment. Regulations consider student academic engagement as part of academic progress reporting and immigration compliance.

In simpler terms, we need to see that you are actively participating and engaging with your instructors and peers in class. All students should be present, participating, and connecting with faculty and classmates during their college journey.

This includes:

- Arriving to class on time and staying for the full class or learning activity duration
- Active participation and engagement in classes and out-of-class activities;
- Participating in scheduled experiential and active learning activities for class, including activities that may be scheduled outside of regular class sessions;
- Engaging in online course learning systems (e.g. Canvas, Cengage), discussions and other course related resources;
- Participating in required meetings between peers, faculty, and academic support staff
- Regular communication with faculty and academic staff related to academic performance, attendance, and academic support needs;
- Student application and timely disclosure for necessary academic accommodations, as relevant, and related student-led communication with faculty and academic staff;
- Attending faculty office hours, participating in related study groups or learning support services such as test reviews, tutoring, etc. as encouraged by faculty and ASCs;
- Following any requirements related to academic improvement, probation, or academic actions;
- Submitted work that demonstrates “sufficient mental effort, active participation, and commitment” that is gradable by faculty.

Lateness

We want to create a positive learning environment for everyone, and that starts with punctuality. Arriving late to class disrupts the flow and affects both the learning environment and the instructor.

Verto participants should be on time which means seated, settled, and ready to begin class at the course start time, or even a few minutes early if possible. Being absent when attendance is taken at the start of class, or arriving 10 minutes or more after the class start time, will result in students being marked absent. Persistent absenteeism will be addressed through meetings with faculty and Academic Success Coordinators, time management workshops, or other actions as deemed necessary.

Faculty have the authority to remove students from the class or even the entire course if lateness becomes an ongoing issue. Being on time is a small step that makes a big difference!

Types of Absences

Students are expected to manage absences according to the policy and communicate with faculty and staff regarding any missed classes or required course activities.

General Absences: Absences related to lateness, medical appointments, illness, mental health, scheduling conflicts, travel delays, personal reasons, funerals, weddings, interviews, 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: Academic Accommodation requests must be submitted in advance of participation. Retroactive requests will not be granted. Students who will miss one or more classes for specific academic or medical reasons, must submit a request for academic accommodations to Verto's Academic Provider, along with requisite documentation. Religious absence requests should be submitted to Verto's Dean of Students (deanofstudents@vertoeducation.org). 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. Review the Accommodations section in [Verto's Policies](#) for additional details and instructions on requesting academic or religious accommodations.

Emergency Absences: In the event of an emergency, participants must contact the local Program Director or onsite staff (ASC/SLC) who will notify faculty in the event that participants are unable to contact instructors. Emergency absences are evaluated on a case by case basis and faculty will adjust the attendance policy as appropriate.

Extended Absences: Any extended absences between one to two weeks of class must have medical or related documentation and approval from the local Program Director and/or Verto's Dean of Students. Review Verto Health & Safety policies for more information.

Students will need to receive approval from the local Program Director and contact faculty to 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 is required, such as doctor's note, medical visit records, other documents that demonstrate extenuating circumstances.

What to Do if You Know You Will be Absent

Participants are responsible for reviewing and understanding the attendance policy and faculty expectations for each course as outlined in the course syllabus. An expected absence should be communicated to the relevant instructor in advance when possible, or as soon as you are able following the absence.

It is the student's responsibility to catch up on any content and assignments missed during the absence by attending faculty office hours and catching up with a classmate to get notes from the missed class session. If an absence affects classmates, i.e. a group project or presentation, participants should be proactive and inform the classmates in advance. Communication is key!

Instructors are not obligated to provide make-up work, offer extensions, or allow participants to take quizzes or assessments from the class day missed without prior approvals. If you have a planned absence, submit any homework before class.

To summarize:

- **Notify Faculty & ASC:** Participants are responsible for respectfully communicating with their instructors about attendance with as much notice in advance as possible (within 24

hours of the absence). This communication should occur through Canvas or faculty's Verto email (check Canvas or syllabus for details).

- Faculty will outline their specific communication preferences in their course syllabus or Canvas site, and students are encouraged to reach out to faculty or Academic Success Coordinators with questions.
- **Submit Homework:** Participants should submit all homework in advance of any planned absences or immediately following an unplanned absence.
- **Attend Faculty Office Hours:** Participants who miss class are encouraged to attend faculty office hours before/after the absence to review course materials and discuss any plans to address the absence.
- **Catch up on Missed Work:** Participants should check in with classmates for homework and class notes to catch up on what they missed. Faculty are not obligated to provide homework extensions or make-up from in-class assignments.
- **Check in with your ASC & Monitor your Grades:** Faculty will report daily attendance and any absences via Canvas and engage Academic Success staff to support students regular course attendance. Connect with your ASC to discuss missed homework and classes and to track the impact of your absences on your overall grades.

Missed Classes and Make-Up Policies

- **Make-Up Classes/Contact Hours:** 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, emergency or other unexpected reasons. Students are expected to attend any scheduled make-up classes as part of the program.
- **Learning outside of Class:** Participants may be required to attend events, workshops, and experiential learning activities outside of regularly scheduled classes. Be sure to review all course schedules and discuss course requirements with faculty prior to making arrangements for personal travel.
- **Make-up Work:** Faculty are not obligated to provide make-up classes, homework, extra credit or make-up quizzes or exams to individual participants as a result of an absence, unless planned for or approved in advance by academic accommodations or upon administrative request or approval by Verto staff.
- **Missed Classes or Work:** 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.

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 the semester 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 without an approved extended absence 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.

See related Policies:

- Payment, Cancellation, & Refund Policy
- Academic 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, your ASC or the Dean of Students (deanofstudents@vertoeducation.org).

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 [UNewHaven Attendance Regulations](#).