

# ATTENDANCE AND PROGRESS

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The Beulah Heights University faculty takes a serious view of class attendance. To perform well on examinations and other assignments, students need more than class notes. Insights and perspectives may surface in class that will be of significance. Students are expected to contribute to class discussions when directed. Class attendance, punctuality, and completion of course requirements are vital to the academic and Christian character of the student. Classes are conducted with the assumption that every student will be present for every class.

- *Within a 15-week semester – Maximum absence allowance is four (4) class sessions (Two for the Summer semester).*
- *Online classes – Maximum absence allowance is four (4) class sessions, (two for Summer semester), determined by the weekly semester units as outlined in the course syllabus. Login and completion of assignments are required.*
- *Five-day modular classes – Maximum absence allowance is one (1) day.*
- *Weekend modular classes – Maximum absence allowance is one (1) weekend.*

**Note: Accumulating the maximum absence allowance for any class constitutes failure in the course and/or the Registrar's Office may initiate the administrative withdrawal process.** Once a student reaches the limit of missed classes, the instructor is required to report student's absence status to the Registrar for further evaluation.

All faculty members are required to maintain an accurate attendance record and begin class on time. When it becomes necessary for a student to miss a class for any reason, the student is encouraged to contact the instructor via email to make arrangement to complete missed assignments.

## Online Courses

Online courses meet for fifteen (15) weeks (16, including the break) during the fall/spring semesters and eights (8) weeks during the Summer Term. While there is no official class "date & time" for online courses, each course has fifteen "academic work weeks." An academic work week is Monday through Sunday at 11:59 pm. Each course requires weekly log-in and assignments that serve as an attendance check-in. Online faculty have authority to set their own published attendance policy. Deadlines for submitting assignments will be posted within the course syllabus.

**Note:** *Logging into courses only does not count for attendance purposes. Student must submit work within the applicable work week in order to be counted as present. Deadlines for work submission will be posted within the course syllabus.*