

ATTENDANCE REQUIREMENTS

The University expects students to meet attendance requirements in all courses to qualify for credit. Attendance requirements vary; it is the student's responsibility to ascertain what each instructor requires. Failure to meet attendance requirements may force a student to drop the course, as recommended by the instructor and with the approval of the Academic Standing Committee of the college. Classes for day students are normally scheduled from 8:00 AM to 5:40 PM, Monday through Friday. Students should not make conflicting commitments until the class schedules for each semester are final. Schedule changes to accommodate part-time work are difficult and rarely made. Permission to make up work may be granted by instructors for reasonable cause. Requests must be made immediately upon a student's return to class. Laboratory work can be made up only during the hours of regularly scheduled instruction.

Excused Absences

ABSENCE BECAUSE OF STUDENT ACTIVITIES

If students must miss classes to participate in athletic contests or other forms of scheduled intercollegiate activity, they are entitled to make-up privileges. Faculty members may require a written statement from the administrator in charge of the activity.

ABSENCE BECAUSE OF ILLNESS

A student who is absent from school for an extended period of time must inform his or her college by letter, e-mail, or telephone. The expected length of the absence may determine whether the student should apply for a medical leave of absence; see "Emergency Leave of Absence" on page 39.

ABSENCE BECAUSE OF RELIGIOUS BELIEFS

Any student who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement shall be provided with an opportunity to make up such examination, study, or work requirement that he/she may have missed because of such absence on any particular day; provided, however, that such make-up examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of availing himself/herself of the provisions of this section (Massachusetts General Laws, Chapter 151C, Section 2B, 1985).

ABSENCE BECAUSE OF JURY DUTY

Members of the University community are expected to fulfill their obligations to serve on a jury if called upon. A student selected for jury duty should inform his or her instructors. They will provide a reasonable substitute or compensatory opportunities for any required work missed. Such an absence will not be penalized in any way.

ABSENCE BECAUSE OF MILITARY DEPLOYMENT

The policy for military leave of absence is set forth on page 39.