



ATTENDANCE

POLICY

Successful completion of the D.C. program requires a significant commitment of time for class work and outside study each day. Students are expected to attend all classes, laboratories, tutorials and seminars, and to complete all clinical requirements. Only complete attendance in all coursework will enable the student to fully develop the knowledge, skills, and attitudes needed to complete the program and become a successful chiropractor.

Instructors are required to take attendance at every scheduled class meeting whether hosted on campus or virtually. Each instructor must establish a maximum number of allowable absences for each course, between 10 and 15 percent of the course scheduled meeting hours and must publish the policies and procedures dealing with tardiness and absenteeism, including the maximum number of allowable absences for the course, in each course syllabus. An instructor may refuse entry into a class to a tardy student if such entry would disrupt the learning environment of the class.

Virtual attendance is at the instructor's discretion and is not guaranteed.

Allowable Absences

These allowable absences are intended to be used by the student for personal necessities such as illness, legal obligations or emergency and do not require documentation.

A student who is absent from a class for any reason is responsible for all course assignments and/or requirements. It is the student's responsibility to contact the instructor prior to the absence, if foreseen, or immediately following the absence, if unforeseen, to ensure that all requirements are met. It is also the student's responsibility to monitor class absences to ensure that he/she does not exceed the maximum allowed in the respective course.

Tardiness

If a student enters the class late (within the first 5 minutes after the class starting time) he/she will receive a tardy for that respective class. **Three tardies will constitute one absence.** If a student enters the class beyond the first five minutes or leaves the class early, he/she will receive an absence for that class meeting. Should a student's late entry into a class disrupt the learning environment, he/she will be asked to leave.

Additional Short-Term Absences

A student may be eligible for additional excused absences beyond the allowable absences if they can demonstrate need due to a short-term disability or medical condition covered under Title IX. In this case, students are required to provide the Title IX Coordinator/Compliance Officer with legitimate documentation in advance of any foreseeable absences or within one week of their



ATTENDANCE

return to campus in unforeseen emergency circumstances. Any delay may interfere with the college's ability to determine Title IX eligibility.

The Office of Academic Affairs will notify applicable faculty in instances when the Title IX Coordinator/Compliance Officer determines the absence falls within Title IX guidelines, at which point the vice president for academic affairs and course instructor will determine if the student can still meet the course student learning objectives (CSLOs).

Make-up Work

Students are responsible for coordinating with their instructor(s) when coursework and/or examinations are administered during the period of absence. With the exception of absences covered by Title IX, it is at the discretion of the instructor whether to accept completed make-up work for credit (see Policy 1055 – Short-Term Health-Related Absences). If a student fails to complete any missing work within the timeframe agreed upon by the instructor, the student will not receive credit for the assignment(s).

Excess Absences

A student who exceeds the maximum allowable absences in a particular course will receive a grade of "N" for that course, which will be calculated as an "F" in the GPA and require the student to repeat the course. The "N" grade may not be appealed.

Faculty will be notified by the Office of Academic Affairs if the absence is determined an acceptable excuse by the Title IX Coordinator/Compliance Officer. The vice president for academic affairs and faculty will determine if the student can still meet the course student learning objectives (CSLOs) should there be additional absences.

If a student's total absences exceed 20 percent of all scheduled class meetings, for any reason, the student may be administratively withdrawn. Certain state boards require a minimum percentage for class attendance. Therefore, excessive absences may jeopardize a student's eligibility for licensure.

College sponsored or approved events

The college may at its discretion provide excused absences to students **who request and receive pre-approval** to attend certain eligible events (see below). The college may provide to each student excused absences for **up to three (3) calendar days per quarter**, which may not be accumulated or carried forward to successive quarters. A student wishing to receive an excused absence for an eligible event should contact the Office of Academic Affairs for approval verification. This section of the policy does **not** permit students to be excused from tests, quizzes, or exams. Eligible events include:



ATTENDANCE

- WCCS annual meeting
- SABCA annual meeting
- ICA annual meeting
- IFCO annual meeting
- ACC/RAC meeting if presenting
- Chiro-games
- Events where Sherman College is the “Featured Institution” (New Beginnings, Dynamic Essentials etc.) to be verified by the Office of Academic Affairs
- Enrollment Department events
- Student Affairs Department events
- Health Center Intern service events
- South Carolina State legislative day (CSG officers attend)
- South Carolina Adjust a Legislator Day
- Talk the TIC representative
- South Carolina Chiropractic State Associations service events (the student provides a service to the state association and is not a participant)

Also see: Policy 1055 – Short-Term Health-Related Absences