

## **ATTENDANCE**

The School of Law requires students to attend classes regularly, complete assignments in a timely manner, and be prepared for class.

A student is subject to dismissal from the law school whenever his or her attendance becomes so irregular that the faculty deems it unwise to permit him or her to continue.

A student may be administratively withdrawn from a course and refused permission to take the final examination in a course, or to otherwise complete a course, for any of the following reasons:

- (1) an excessive number of absences,
- (2) an excessive number of instances of not completing class assignments or not completing them in a timely manner, or
- (3) an excessive number of instances of not being prepared for class.

Absences in excess of twenty percent (20%) of the regularly scheduled classes in a course shall be considered an excessive number of absences unless an individual instructor adopts a more stringent policy on class attendance. In the event a more stringent attendance policy is adopted for a class, the instructor must give students notice of the policy in registration materials or the course syllabus.

Attendance is computed from the first meeting of the class, not from the first date of the student's entrance. It is within the discretion of each instructor when tardiness shall be charged as an absence.

Except in the case of a course a student is required to take, if a student is administratively withdrawn from an individual course before the end of the 3rd week of class in the fall or spring semesters or the 1st week in a summer session term, the course will be deleted from the student's record. When a student is administratively withdrawn, or refused permission to take the final examination or otherwise complete the course, later than that, a "W" shall be entered on the student's record. If, at any time, a student is administratively withdrawn from a course he or she is required to take, a "NC" ("no-credit") will be entered on the student's record.

Students are expected to attend the class for which they are wait-listed unless advised to do otherwise by the instructor. For certain courses, coded "10" in the class schedule, and those courses that have wait lists the instructor has reserved the right to drop from the class or wait list any student with an un-excused absence during the first three weeks of classes.