
Attendance at First Class Meetings

The policy is to be as follows:

Prior to the end of the second week of classes, a faculty member may, by following the appropriate procedures, initiate a formal drop of students who

- 1) Have missed the first two class meetings (or the first meeting if the class meets only once a week), and
- 2) Have not advised the faculty member (or the department chair, if no faculty member was assigned to the course in advance) that their absence is temporary.

The instructor should inform the registrar of this action by the end of the second week of classes.

It is the responsibility of the student to make certain that his/her drop has been officially recorded. Continued absence from the class may yield a grade of "U." Students who are in doubt as to whether or not a faculty member has dropped them from the class rolls should file their own drop from a class.