

**BEXLEY SEABURY SEMINARY**  
**REVISED ATTENDANCE POLICY AND GUIDELINES**

*effective Spring, 2020*

The following policies apply to all students who are taking a course for academic credit. Auditors and CEU students who are not in attendance for a minimum of 61% of the course will receive a W (withdrawn) on their transcript.

Whether a course is offered in an on-campus intensive, hybrid, or fully online format, attendance and participation are equally important.

**I. Before the Course Begins**

If an actual or possible conflicting calendar obligation is known to the student before a course begins, it is the responsibility of students to either modify their personal or employment calendar or to register for a different course. If an actual or possible absence is brief and cannot be re-scheduled or avoided and the course is needed for graduation in that academic year, students may consult the instructor to find out if some accommodation is possible.

**II. Once the Course Is In Progress**

**For an Intensive Course:** course meets on campus for three weekends in Fall/Spring or week long (5 days) in January/Summer

Students in intensive courses (week-long or three weekends on campus) are required to be physically present *for the duration of each day* that the class is in session. Students are expected to schedule travel in order to be physically present for the duration of each day. In the event an unexpected illness, emergency, or serious and unresolvable conflict arises (in the judgment of the instructor) once the course begins, students must notify the instructor immediately.

It is within the discretion of the instructor, up to a maximum of 8 hours (approximately 20%) of on-campus time, to determine what grade reduction is appropriate and/or if make-up work will be permitted as a condition for completing the course. If accommodations are neither possible, practicable, nor acceptable, the student will have to complete the course with the grade reduction or withdraw from the course. Requests for accommodations in the case of absences above 8 hours (or approximately 20% of instruction time) must be made in writing to the Academic Dean with an explanation as to why an accommodation is warranted. It is within the discretion of the dean, in consultation with the instructor, to issue an approval or denial of the request, in writing.

**For a Hybrid Course:** course meets on campus for fewer than three weekends in Fall/Spring or fewer than five days in January/Summer

Students in hybrid courses are required to be physically present *for the duration of each day* that the class is in session on campus. Students are expected to schedule travel in order to be physically present for the duration of each day. In the event an

unexpected illness, emergency, or serious and unresolvable conflict arises (in the judgment of the instructor) once the course begins, students must notify the instructor immediately.

For the online portion of hybrid courses, attendance is defined as regular and continuous online presence and participation. The following indicators, based on Federal Student Loan policies, will guide an instructor's determination that a student has been in regular and continuous attendance in online portions of a hybrid course.

- Timely student submission of an academic assignment or online activity;
- Student submission of an exam or quiz;
- Documented student participation in and engagement with computer-assisted instruction (evidence of logging in alone will not satisfy this requirement);
- Participation in a required discussion forum, a blog posting, or online journal entry showing engagement with course content;
- Attendance in required synchronous sessions;
- Participation in required group work;
- An email from the student or other documentation showing that the student initiated contact with the instructor for the purpose of discussion or clarification of course content;
- Any other indicators of attendance that is identified in the syllabus.

In the absence of one or more of these indicators, a student will be considered "absent," unless expressly excused or granted an extension by the instructor.

It is within the discretion of the instructor up to a maximum combined absence of approximately 20% of a hybrid course, to determine what grade reduction is appropriate and/or if makeup work will be permitted as a condition for completing the course. If such accommodations are neither possible, practicable, nor acceptable, the student will have to complete the course with the grade reduction or withdraw from the course. Requests for accommodations beyond 20% must be made in writing to the Academic Dean with an explanation as to why further accommodation is warranted. It is within the discretion of the dean, in consultation with the instructor, to issue an approval or denial of the request, in writing.

**For a Fully Online Course:** whether synchronous, asynchronous, or both

Attendance in fully online courses is defined as regular and continuous online presence and participation. The following indicators, based on Federal Student Loan policies, will guide an instructor's determination that a student has been in regular and continuous attendance in a fully online course:

- Timely student submission of an academic assignment or online activity;
- Student submission of an exam or quiz;

- Documented student participation in and engagement with computer-assisted instruction (evidence of logging in alone will not satisfy this requirement);
- Participation in a required discussion forum, a blog posting, or online journal entry showing engagement with course content;
- Attendance in required synchronous sessions;
- Participation in required group work;
- An email from the student or other documentation showing that the student initiated contact with the instructor for the purpose of discussion or clarification of course content;
- Any other indicators of attendance that is identified in the syllabus.

In the absence of one or more of these indicators, a student will be considered “absent,” unless expressly excused or granted an extension by the instructor.

It is within the discretion of the instructor, up to a maximum two instances of absence in a fully online course to determine what grade reduction is appropriate and/or if makeup work will be permitted as a condition for completing the course. If such accommodations are neither possible, practicable, nor acceptable, the student will have to complete the course with the grade reduction, or withdraw from the course. Requests for accommodations in the case of more than two instances of absence must be made in writing to the Academic Dean with an explanation as to why an accommodation is warranted. It is within the discretion of the dean, in consultation with the instructor, to issue an approval or denial of the request, in writing.

### **III. Other applicable policies and requests for exceptions:**

The seminary’s Withdrawal and Refund policies and procedures apply to the implementation of the absence policies and guidelines outlined above. Nothing in this policy precludes a student from applying for a grade of “Incomplete” in extraordinary circumstances, in accordance with the Incomplete policy and procedures.

Students seeking an exception to any of these policies on grounds of extraordinary circumstances must make a written request to the Academic Dean with an explanation as to why an exception is warranted. It is within the discretion of the dean, in consultation with the instructor, to issue an approval or denial of the request in writing.