

Attendance Policy for General English Courses

Warning I & II

If a student has an attendance average of 70% or below for one or more courses in a session, she or he will be given an attendance warning that explains the policy and the consequences of suspension. Due to the brevity of GE sessions, students who fail to maintain 70% attendance in one or more classes for a second consecutive session will be given a second warning that once again explains the policy and consequences. Both warnings are delivered via email to the student's ONID account.

Probation

If a student drops below 70% attendance in one or more classes for a third consecutive session, that student is placed on probation. They receive an email explaining the policy, a fact sheet regarding the consequences of suspension, and are required to sign a probation contract with the GE Program Manager/Associate Program Manager. At that time, they can discuss mitigating circumstances. A student's probation will return to Warning II status if their attendance meets the 70% average.

Suspension

If a student attends less than 70% in one or more classes for a fourth consecutive session or they have been on Probation in three non-consecutive sessions, they are placed on suspension. They receive an email explaining the suspension, a hard copy letter explaining the policy that includes the information about appealing her/his suspension and deadline for the appeal. The student also receives a fact sheet regarding the consequences of suspension.

Example: This student has failed to maintain 70% attendance in one or more classes in four consecutive sessions.

1 st Session	2 nd Session	3 rd Session	4 th Session	
Good Standing	Warning	Warning II	Probation	Suspension

Practical Matters for Instructors:

- Attendance cannot be a factor for a non-passing grade eg. if a student's overall grade and average of significant assessments are above 73%, the student should be awarded that grade regardless of attendance.
- Attendance may only affect a student's grade inasmuch that it causes the student to miss tests, quizzes or other in-class work.