

Version: 06 May 2019

Drafted by the General Studies Committee with revisions by full-time faculty.

Communication Arts & Sciences Department

Statement on Class Attendance and Participation

Your engagement with the course content, your peers, and your instructors is essential to your development, skill-building, and success in this class. We value *and* expect your attendance and participation in class activities because we are invested in your growth. We support MSU Denver's class attendance policy, which states "attendance during the first week of class is required [...and] students are expected to attend all sessions of courses for which they are registered" (see <https://msudenver.edu/policy/policylibrary/policiesa-z/classattendance>).

Oral Communication Courses' Attendance Policy

The Communication Studies courses with 'General Studies – Oral Communication' designations are: Public Speaking, Interpersonal Communication, and Communication in Action. These courses develop your communication strategy, adaptability, and delivery skills. Your attendance and active participation are crucial to enhancing these skills.

Our policy rewards and encourages students who add value to a vibrant and active learning experience. Excessive absences will affect your course grade, per the formula shown here.

16-Week In-Person Classes

<i>#of Class Session Absences*</i>	<i>Outcome**</i>
4 absences	Student's course grade stands
5 absences	Student's course grade reduced by one grade
7 absences	...reduced by two grades
8 absences	...reduced by three grades
9 absences	Student earns failing grade for the course
<i>*Instructors determine what constitutes session attendance (e.g., entirety of a session or large part of a session). **Instructors design their own grading systems, which may or may not use + / - marks.</i>	

8-Week In-Person Classes

<i>% of Class Sessions Attended*</i>	<i>Outcome**</i>
3 absences	Student's course grade stands
4 absences	Student's course grade reduced by one grade
5 absences	...reduced by two grades
6 absences	...reduced by three grades
7 absences	Student earns failing grade for the course
<i>*Instructors determine what constitutes session attendance (e.g., entirety of a session or large part of a session). **Instructors design their own grading systems, which may or may not use + / - marks.</i>	

5-Week In-Person Classes

<i>% of Class Sessions Attended*</i>	<i>Outcome**</i>
2 absences	Student's course grade stands
3 absences	Student's course grade reduced by one grade
4 absences	...reduced by two grades
5 absences	...reduced by three grades
6 absences	Student earns failing grade for the course
<i>*Instructors determine what constitutes session attendance (e.g., entirety of a session or large part of a session).</i>	
<i>**Instructors design their own grading systems, which may or may not use + / - marks.</i>	

2-Week In-Person Classes

<i>% of Class Sessions Attended*</i>	<i>Outcome**</i>
1 absence	Student's course grade stands
2 absences	Student's course grade reduced by one grade
3 absences	...reduced by two grades
4 absences	...reduced by three grades
5 absences	Student earns failing grade for the course
<i>*Instructors determine what constitutes session attendance (e.g., entirety of a session or large part of a session).</i>	
<i>**Instructors design their own grading systems, which may or may not use + / - marks.</i>	

Online Classes

<i># of Weeks During Which Student Does Not Actively Engage/Contribute to Course Platform(s)*</i>	<i>Outcome**</i>
1 week	Student's course grade stands
2 weeks	Student's course grade reduced by one grade
3 weeks	...reduced by two grades
4 weeks	...reduced by three grades
5 weeks	Student earns failing grade for the course
<i>*Instructors determine what constitutes substantive engagement with online platform(s).</i>	
<i>**Instructors design their own grading systems, which may or may not use + / - marks.</i>	

Absences from Class Sessions and Activities

You are expected to communicate promptly with instructors about anticipated or past absences. Instructors determine what counts as appropriate documentation of an 'excusable' absence.

Absences may be excused — meaning, not treated as a missed session — if the student can furnish *documentation* that their absence is related to:

- hospitalization or isolation/absence recommended by medical professionals
- military service, jury duty, or another obligatory public service
- observation of the student's religious holidays or traditions

- university-sanctioned activities (e.g., athletics).