

**BLUEFIELD STATE UNIVERSITY  
BOARD OF GOVERNORS  
POLICY NO. AC-210**

**TITLE: ATTENDANCE AND PARTICIPATION REQUIREMENTS FOR COURSES**

**SECTION 1: GENERAL**

- 1.1 Scope: This Rule establishes the policy for attendance and participation requirements for all courses.
- 1.2 Authority: West Virginia Code 18B-1-6.
- 1.3 Effective Date: April 24, 2025

**SECTION 2: PARTICIPATION REQUIREMENTS FOR VIRTUAL COURSES**

- 2.1. Students must submit online assignments by the posted due dates. Adherence to the due dates established for each assignment is a cornerstone of fundamental fairness in the student's learning experience.
- 2.2 To verify attendance/participation, students must complete the syllabus agreement for each course prior to 11:59 PM on the Tuesday of the second week of class. If the student does not complete this task by the deadline, they will be withdrawn from the course.

**SECTION 3: ATTENDANCE REQUIREMENTS FOR IN-PERSON COURSES**

- 3.1 The University recognizes three kinds of absences: (1) an institutional absence resulting from participation in an activity in which the student is officially representing the University; (2) an unavoidable absence resulting from illness, death in the **immediate** family, or unnatural cause beyond the control of the student; (3) all other absences are considered willful.
  - 3.1.1 "Immediate Family" is defined as: Father, Mother, son, daughter, brother, sister, husband, wife, grandparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof.
  - 3.1.2 The maximum bereavement time for immediate family is 3 consecutive days; the student must provide documentation from the Mortuary (not an

obituary). Documentation must be presented on the first day of return to class in order for the absence to be excused.

- 3.2 Students are expected to notify the Instructor prior to a missed class. The only exception to this rule is if the student is admitted to a hospital or is incarcerated in the preceding 24 hours. It is the responsibility of the student to provide official documentation to the instructor, at the ***next scheduled class***, for institutional or unavoidable absences; failure to do so will deem the absence willful and unexcused. Scheduling and completion of make-up work is the responsibility of the student and at the discretion of the instructor, and must be completed within a week of returning to class.
- 3.3 Students must attend/participate in a minimum of 85% of the course. If a student misses more than 15% of a course, the student will automatically receive a failing grade for failure to meet course objectives.
- For 15-week courses meeting 3 times per week, absences may not exceed 7 classes.
- For 15-week courses meeting 2 times per week, absences may not exceed 5 classes
- For 15-week courses meeting 1 time per week, absences may not exceed 2 classes
- 3.4 The instructor will submit a RECOMMENDATION TO WITHDRAW notification via the early alert system when the student exceeds the allowable number of absences. It is the student's responsibility to officially withdraw from the course, **otherwise the student will be assigned a grade of F.**
- 3.5 Students are expected to arrive to all classes on time. If a student arrives after attendance has been taken, it is their responsibility to notify the instructor. If a student is more than 10 minutes late to class, it will be considered a willful absence unless a documented excuse can be provided.
- 3.6 Students found to be utilizing electronic devices during class for non-class materials may be considered absent for that class meeting.

#### **SECTION 4: EXCEPTIONS**

- 4.1 Instructors may make exceptions to the responsiveness regulations, but only under extreme circumstances warranting such exceptions. In no case shall the instructor's responsiveness regulations exceed those stated above, conflict with the Bluefield State University Attendance Policy or penalize responsive students by exception.