

## **Attendance Policy of SUNY Korea**

- (1) All students of SUNY Korea are required to attend every class.
- (2) Unexcused absences will affect seriously the student's final grade in the course.
- (3) If a student has over 20% unexcused absence, the student's final course grade will be an 'F'.

### Example)

- i) If the class is a 150 minute class, and is held once a week, the 4<sup>th</sup> unexcused absence of a student will lead to an F grade of the course.
  - ii) If the class is a 75 minute class, and is held twice a week, the 7<sup>th</sup> unexcused absence of a student will lead to an F grade of the course.
  - iii) If the class is a 50 minute class, and is held three times a week, the 10<sup>th</sup> unexcused absence of a student will lead to an F grade of the course.
  - iv) In Intensive English Course (IEC), if a student misses the class more than 40 hours in a semester, the student will receive an F grade on the course.
- (4) Students should report the reason of absence to the instructor in advance, or immediately after the absence.
  - (5) When a student excuses his/her absence, the student must provide documentation of the reason for the absence to the instructor.
  - (6) The instructor of the course reserves the right to excuse absences.
  - (7) The course instructor may excuse the absence if the submitted documentation fulfills the conditions below.
    - i) Extreme emergencies (e.g. death in the family)
    - ii) Severe medical reasons with doctor's note (Not a slight illness)
    - iii) Very important events (e.g. national conference, official school event)
  - (8) At the end of semester, the course instructor should submit a copy of the attendance sheet to the Academic Affairs Office.