

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	PAGE	DATE OF INCEPTION
EXCESSIVE ABSENCES	R-10 Pan	1 of 2	March 15, 1993

The R-10 Pan (pandemic) policy shall apply for the duration of COVID-19 pandemic academic operations. Upon termination of pandemic operations, this policy shall be replaced by the prior R-10 (March 2020 revision) policy or by a new/revised R-10 policy as determined by the VPAA.

Purpose: To remove students from class when they have exceeded the number of allowed absences for a class. Required for **all** 100 and 200 level courses; however, professors of 300 and 400 level courses (and graduate level courses) may elect not to enforce the following attendance policy. In those or any other course no other attendance policy may be substituted for the CSU attendance policy. In all courses of every level, attendance must be taken until the "NA" (never attended) report is submitted to the Registrar.

Instructors/professors will automatically drop students from class and assign the grades of "FA" (Failure for Absences) when students have missed 25% of the class meetings (excluding the Final Exam Period).

The following identifies the number of absences upon which a student will have missed 25% of the class meetings and will receive the grade of "FA" (except Bridge Program courses listed separately below).

FA Policy for In Person Classes:

FALL, SPRING, and (Full) SUMMER SEMESTERS (14-week sessions)

- Class meeting five times per week – 18
- Class meeting four times per week – 14
- Class meeting three times per week – 11
- Class meeting two times per week – 7
- Class meeting one time per week – 4

FALL, SPRING, and SUMMER ACCELERATED EVENING CLASSES (7-week sessions)

- Class meeting three times per week – 6

SUMMER I and SUMMER II (7-week sessions)

- Class meeting five times per week – 9
- Class meeting four times per week – 7
- Class meeting three times per week – 6
- Class meeting two times per week – 4
- Class meeting one time per week – 2

FA Policy for the Bridge Program Classes

For Mathematics 099, English 099, and all companion courses including GNED 107 (College Reading and Study Skills), the following policy regarding absences apply:

FALL and SPRING (14-week sessions)

- Classes meeting five times per week – 11
- Classes meeting four times per week – 9
- Classes meeting three times per week – 7
- Classes meeting two times per week – 5
- Classes meeting one time per week – 3

SUMMER I & SUMMER II (7-week sessions)

- Classes meeting five times per week – 6
- Classes meeting four times per week – 5
- Classes meeting three times per week – 4
- Classes meeting two times per week – 3
- Classes meeting one time per week – 2

FA Policy for Asynchronous Online Classes:

Attendance in online classes is defined as participation in academic activities beyond simply logging in.

Academically related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- submitting an academic assignment.
- taking an exam, an interactive tutorial or computer-assisted instruction.
- participating in an online discussion about academic matters or
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

ONLINE FALL, SPRING, AND SUMMER SEMESTERS (14-week sessions):

Any student who does not participate in an academic activity in the course for 28 consecutive days will be assigned a grade of FA (Failure due to Absences).

ACCELERATED ONLINE CLASSES (including CAPS) (7-week sessions):

Any student who does not participate in an academic activity in the course for 14 consecutive days will be assigned a grade of FA (Failure due to Absences).

FA Policy for Blended Classes:

Students enrolled in hybrid (blended) courses will be subject to BOTH (on-ground and online) FA policies. That is, if a student misses 25% of the mandated on-ground meetings OR does not participate within the prescribed number of days (see online FA policy above), that student will receive a grade of FA.

Accommodations

In cases of pregnancy, students should refer to The CSU Student Handbook on the CSU website and make an appointment in the Student Success Center to learn if they qualify for accommodations.

Students enrolled in on-campus, in-person classes who are prevented from attending due to a COVID-19-related quarantine/isolation order may attend class remotely without penalty under the FA policy. It is the student's responsibility to supply their instructor with the quarantine or isolation determination from the Charleston Southern University Infection Control/COVID-19 Coordinator's office, along with the required dates of quarantine/isolation, to ensure they will not be counted absent. Such students have an automatic virtual learning accommodation for the duration of their quarantine/isolation period. Students who are quarantined or in isolation are excused from synchronous attendance for the days specified by the COVID-19 Coordinator's determination. Quarantined/isolated students will be allowed to make up their work or "attend virtually" though not synchronously in most cases.

Students enrolled in online synchronous (section 39) classes who are prevented from attending (virtually) due to a COVID-19 related isolation will not be counted as absent during their isolation period. It is the student's responsibility to supply instructors with the isolation determination from the Charleston Southern University Infection Control/COVID-19 Coordinator's office, along with the required dates of isolation, to ensure the student will not be counted absent. Quarantined students are expected to attend virtually during regular class-meetings to be counted "present."

Students enrolled in online asynchronous classes who are prevented from attending (virtually) due to a COVID-19 related isolation will not be counted as absent during their isolation period. It is the student's responsibility to supply their instructor with the isolation determination from the Charleston Southern University Infection Control/COVID-19 Coordinator's office, along with the required dates of isolation, to ensure they will not be counted absent. Such students have the responsibility to make up any missed academic work within one (1) week of the last date of accommodation.

Notes:

An absence in on-campus, in-person classes is defined as unaccommodated failure to attend in person or virtually (with an approved virtual learning exemption) for any reason, including late registration, non-COVID-19 illness, emergency, official leave, or virtual attendance without a virtual learning accommodation. Three (3) instances of tardiness or leaving class early are equal to one absence.

An absence in synchronous online classes is defined as failure to attend virtually for any reason, including late registration, non-COVID-19 illness, emergency, or official leave. Three (3) instances of tardiness or leaving class early are equal to one absence. The number of absences warranting a student receiving an FA in an online synchronous class will correspond to the number for a similar on-campus class.

In all classes where the FA policy is required or mandated, instructors are required to track student attendance through the Attendance Tracker in a timely fashion. An FA may not be assigned if a faculty member has failed in this duty. In order to drop a student as a result of excessive absences, the instructor/professor must complete the EXCESSIVE ABSENCES NOTICE (FA) form on MyCSU. The Registrar will record the grade of "FA" in the student's record. This request is forwarded to the student, the VA Office, the Student Athlete Coordinator, where appropriate, and the instructor/professor.

By Action of the Faculty Senate and the Academic Council, March 15, 1993. Revised by the Registrar August 21, 2000 with Provost Approval. Revised by the University Registrar and VPAA April 9, 2013. Revised by the Faculty Senate January 24, 2012 and April 28, 2015. Revised by the Dean's Council July 2015 and Faculty Senate and the University Registrar September 2015. Revised by the Dean's Council July 2017, May 2018, and May 2019. Revised by the University Registrar March 2020. Revised by the VPAA and University Pandemic Task Force with Deans' Council approval November 2020. Revised by the University Pandemic Taskforce and Dean's Council ad hoc committee, August, 2021.