

KCU

Attendance Policy:

Regular and punctual class attendance is required for students to gain the greatest value from their educational experience. Therefore, students are expected to attend and participate in all class sessions for which they are registered. When students are unable to attend, they are expected to communicate with the professor through KCU email. KCU believes that students are responsible for their attendance. However, for governmental purposes, faculty keep a record of attendance throughout the semester.

Absences, with permission to make up work are granted in the following cases: 1) serious mental or physical illness (verified by the School Nurse); 2) athletic events/field trips or other university recognized events approved by the Chief Academic Officer (a student must make prior alternate arrangements with the professors whose class(es) he/she will miss in order to make up work); 3) death of an immediate family member (mother, father, brother, sister, grandparent, spouse, child, or grandchild); 4) very unusual circumstances as deemed appropriate by faculty or approved by the Chief Academic Officer. Students who miss tests/ quizzes, etc. because of an absence must make up the work at the time appointed by the professor without conflict to the student's normal class schedule.

Unexcused absences during the semester must not exceed one week of classes for any course (example: 3 absences for a course that meets three days a week, 2 absences for a course that meets two days a week, and 1 absence for a course that meets one day a week, etc.). Some academic departments may have classes that have stricter attendance requirements than the above stated policy. These requirements will be determined by the department and stated in the class syllabus.

When a student's unexcused absences exceed one week of classes for any course, he/ she will automatically fail the course. Students who fail a class for absences due to extenuating circumstances will have 24 hours to contact their instructor by KCU email to seek reinstatement in the class. If they are not reinstated, they may file an online academic appeal to seek reinstatement. A completed appeal must be submitted within seven days of being dropped from the class to be considered by the appeals committee.

Professors will establish their own policies regarding lateness (tardy) and/or leaving class early. However, three tardies will be equal to one unexcused absence. Professors may provide rewards to encourage attendance. Reward points or percentages, based on class attendance, will be defined by the professor in the class syllabus.

Keeping a record of class attendance is ultimately the responsibility of the student; therefore, lack of notification does not alter the consequences of excessive absences nor does it constitute grounds for appeal.

Emergency Absence Procedure:

Students forced to miss class(es) for any reason and particularly for emergencies (death in family, accident, etc.) should notify faculty members directly in person, or by email as soon as possible. If that is not possible, students can call the Student Services Office at 606-474-3151 or 606-474-3288 and provide permission to contact the Office of Academic Affairs concerning the emergency. The Office of Academic Affairs will send an email to students' instructors notifying them of the absence. This note, however, is

notification of absence only, not an excuse from class. Upon return, students are responsible for meeting with faculty, providing personal documentation, and making up missed assignments and examinations. In the event the emergency causes excessive absences, students can explore options with the Chief Academic Officer