

Attendance

Attendance Policy

We strongly recommend all members of the University community to be attentive to their health and safeguard others by following the CDC's guideline to "stay home when you are sick" and to seek appropriate medical evaluation.

Instructors are expected to 1) inform students in writing of their attendance policy at the beginning of the semester; 2) take attendance and report excessive absences to the Deans of Student Affairs; and 3) discourage absence from classes prior to the beginning of a holiday period.

Attendance at all scheduled classes is expected and required. Repeated absences are a sufficient cause for failure.

After five consecutive instructional hours of unexcused absences from a class, students may be readmitted to the class only by action of the Office of Student Affairs and the department chairperson concerned. Any absence beyond that permitted in the course is a matter between the student and the instructor. Absences due to illness, religious holidays, or participation in athletic or other University sponsored activities are usually considered to be acceptable reasons for absences, but notification of such absences and arrangements to make up missed work should be made with the instructor by the student.

In the unfortunate event of a death in the family, students are asked to contact the Office of Student Affairs so that notification might be sent to faculty members and arrangements made with them to assist students in making up missed work.

If students are ill and will be missing a test, examination, or presentation, it is their responsibility to contact the instructor by email prior to the start of the missed activity.

When students are going to be absent for a period of two days or more, if they notify the Office of Student Affairs, written notification of their extended absence will be sent to the students' instructors.

Pandemic-Related Protocol

Students who are engaging in isolation or quarantine at the direction of the Wilkes Barre Health Department, Wilkes University Health and Wellness Services Office, or their health care professional, should not attend class. Students will be required to provide documentation of isolation/quarantine directions from their healthcare professional to the office of Health and Wellness Services. Students will not be penalized for absences, missed exams, labs, or other critical academic activities, unless they fail to notify their instructors of their absences. Students must take responsibility for their absences and keep up with their coursework if they cannot attend class. They must:

- Inform their instructors/professors and the Office of Student Affairs of their inability to attend class prior to class meetings.
- Refrain from coming to the classroom or visiting the instructor/professor.
- Maintain open communication by notifying instructors and student health services (anita.burns@wilkes.edu, 570-408-4730) as soon as they become aware of the situation.
- Keep up with classwork, unless they are unable to do so.
- When available, attend class remotely and submit assignments digitally, unless they are unable to do so.
- Work with their instructors to reschedule exams, labs, and other critical academic activities as soon as possible.