MWSU Department of Art Attendance Policy

Study in any arts field requires a commitment and dedication to a constructive learning environment and continuous practice. The Department of Art believes that student academic success is enhanced by good classroom attendance. The following Attendance Policy was developed in an effort to be consistent and to inform students of the attendance expectation in the department.

1. Students are expected to come to class on time and prepared.
2. Attendance will be recorded at every class session.
3. The equivalent of 2 weeks worth of absences will result in an automatic F (i.e. 6 classes for a course that meets M, W, F, 4 classes for a course that meets T,TH, etc.) No exceptions.
4. Each tardy or early departure counts as 1/2 an absence.
5. Roll call will be taken at the beginning of class only. It is your responsibility to inform the instructor that you are late; if you don’t inform the instructor you will be counted absent.
6. Arriving more than 15 minutes late or leaving more than 15 minutes early is an absence.

Treat your education with the same sense of responsibility and importance as a job: if a situation arises when you would call your manager or boss at work, then you should notify your professor by telephone or e-mail as soon as you are able. Address problems before they become overwhelming. You may reach your professors by telephone or e-mail, and they are available during office hours or arranged appointments when you need to discuss any matter regarding the course or the university. You can always speak to them before or after class, but keep in mind that for issues requiring more than a minute or two they may ask you to schedule an appointment.