

ATTENDANCE POLICY

1-800-548-9004 or visit jhu.edu/alert (<https://jhu.edu/alert/>) for more information.

Attendance Policy

Participation in lectures, discussions, and other activities is an essential part of the instructional process. Faculty members often include classroom participation and attendance in student grading and evaluation. Instructors will clearly communicate expectations and grading policy in the course syllabus.

Students are expected to attend class; Carey allows students to miss up to one class session without the loss of attendance and participation points (if applicable), as long as the absence does not occur during an in-class exam, quiz, or major deliverable.

Students who anticipate missing a class during a major deliverable or expect to miss more than one class due to unforeseen circumstances will need to provide documentation. This documentation should be presented to their academic advisor, who will determine if the absence is qualified. The advisor will then contact the instructor, who is responsible for working with the student to make up any missed coursework.

Because of Carey's condensed 8-week course schedule, students who expect to miss several class sessions must meet with their academic advisor to discuss their options, which may include taking a leave of absence. Students who expect to miss several class sessions for personal, professional, or other reasons are encouraged to meet with their academic advisors to consider alternative courses prior to registration.

Students who will miss a class meeting for a religious observance are expected to notify the course instructor and their academic program at the beginning of the term. The student is expected to work with the course instructor to make-up any missed coursework.

For additional Information on attendance policies and procedures, please visit our Policies and Procedures for On-Site and Remote Live Classes (<https://carey.jhu.edu/student-experience/school-policies/policies-procedures-on-site-remote-live-classes/>) webpage.

Carey Additional Information

In order to maintain the academic integrity of our programs, it is important that any class session that is missed due to weather, instructor illness or other emergency is made up, and that any missed material is covered. However, faculty members have considerable latitude over how the class sessions will be made up and have two options from which to choose.

They may:

- Plan and schedule a virtual class session
- Re-schedule the class period to a designated make-up day (Designated make-up days are scheduled at the end of each 8-week term or semester.)

Whenever a class session is cancelled, each faculty member may choose the appropriate make-up alternative for that particular class. The faculty member must notify the students in the class and the Office of Education about which option will be used to make up the class period.

This policy is designed to address those situations when a single class day has been cancelled. Weather emergencies or other events that result in multiple-day cancellations will be handled on a case-by-case basis. Please call the University Weather Emergency Line at 410-516-7781 or