

ATTENDANCE POLICY

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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; those who are compelled to miss class meetings must inform their instructors of the reasons for absences prior to the class meeting. For severe weather-related incidents, hospitalization, etc., a student should present documentation to their advisor to determine that the absence is qualified. The advisor in turn will then contact the instructor who will be responsible for working with the student to make-up any missed coursework.

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.

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.

Policies and Procedures for On-Site and Remote-Live Classes

For information on policies and procedures for on-site, hybrid, and remote-live classes, please visit the policies and procedures website at: <https://carey.jhu.edu/student-experience/school-policies/hybrid-classes-policies-and-procedures> (<https://carey.jhu.edu/student-experience/school-policies/hybrid-classes-policies-and-procedures/>).

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