

# ST. PATRICK'S SEMINARY & UNIVERSITY

## ATTENDANCE

Procedure Title	Attendance
Approval Authority	President-Rector
Responsible Party	Dean of Men
Administrative Oversight	Dean of Men

Academic success depends on regular class attendance and participation. Punctual attendance at classes is mandatory. If a student is ill and cannot attend class, he must inform both the Dean of Men and the instructor as soon as possible. Please consult the Health Care & Wellness Policy in the Rule of Life.

Other than for illness or recognized emergency, students may be excused once in each class per semester for a serious academic, personal, or ministerial reason, as initiated by the student. In addition to this one excused absence, the student may be excused once per class for a diocesan activity (as initiated by the diocese). Both types of absences (initiated by student and initiated by diocese) must be approved by the Dean of Men. It is the student's responsibility to inform the instructor after permission has been granted by the Dean of Men.