

ST. PATRICK'S SEMINARY & UNIVERSITY

ATTENDANCE

Procedure Title	Attendance
Approval Authority	Resident Director
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.

Seminary Policy

If a seminarian 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 or in Appendix IV.

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.

Summer Intensive Coursework

All absences must be communicated by the student to the professor before the class session takes place. If a student is ill and cannot attend class or notify the instructor before the class session, the student must inform the instructor as soon as possible.

If a student misses 20% or more of the required class sessions, they will not be permitted to complete the course. Thus, students under these circumstances will receive a failing grade for the course.

Exceptions to this policy due to very extraordinary circumstances must be submitted as a request in writing to the Program Director, Dr. Jennifer Donelson-Nowicka, who will evaluate whether an accommodation is feasible or possible.

Instructors will not be expected to record classes to send archived versions to students who were absent, and students should not feel entitled to this courtesy.