



## Student Attendance Policy/Leave of Absence

One of the strengths of Phoenix Seminary is the classroom interaction between instructors and students. Attendance and participation are essential components of the training process. An absence for a ground course is defined when a student does not attend a class period on campus. (Watching a recorded lecture in lieu of attending class does not constitute attendance.) An absence for an online course is defined when the student does not participate in the week's activities for the course. (These activities include responding to discussion questions, taking quizzes and exams, turning in papers, etc.) When a student is going to be absent, they should consult with the instructor in advance about work to be missed. In the case of extenuating circumstances, students may request an exception to this policy by submitting a petition to the Academic Petition Committee.

Independent Study attendance is based on a minimum of three interactions during the semester between the instructor and student. The instructor will be available throughout the semester to clarify any questions or to discuss course topics.

Excessive absences may result in grade reduction or course failure as indicated on the following chart:

<b>GROUND FORMAT</b>	<b>REDUCED GRADE</b>	<b>COURSE FAILURE</b>
15-week	2 missed classes	4 missed classes
10-week	1.5 missed classes	3 missed classes
7-week	1 missed class	2 missed classes
Intensive	4 hours	8 hours

  

<b>ONLINE FORMAT</b>	<b>REDUCED GRADE</b>	<b>COURSE FAILURE</b>
15-week	2 missed classes	4 missed classes