**CURRENT ATTENDANCE POLICY IN STUDENT HANDBOOK:**

P 31 & 32 of the 2014-2015 Forensic Science Student Handbook for the Class of 2016.

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| Attendance Policy***Attendance Requirements:*** Students enrolled in the Forensic Science Program are expected to attend all classes, laboratories, seminars, internship sessions, and presentations offered by guest speakers. Camtasia recordings may be available but only to those with excused absences. See Request for Excused of Absence. ***Course Attendance:*** It is the responsibility of each individual instructor to evaluate the importance of student class attendance. Each instructor prepares a written statement setting forth his or her policy for consideration of unexcused absences, make-up examinations, and related matters, which will be in force for the semester at the beginning of each semester. This statement is filed with the program and a statement of policy on attendance appropriate to each class is made available to students. There will be point reductions for unexcused absences. You must fill out an excused absence form and submit it to Dr. Staton for any class or seminar missed. Form is available at <http://muwww-new.marshall.edu/forensics/students/student-only>  ***Absences from Examinations:*** Students are required to take all regular examinations when they are scheduled. If a student attends a course throughout the semester and is absent from the final examination without permission the instructor counts the examination as zero and reports a final grade of F. If the absence is the result of legitimate illness or some other valid reason beyond the control of the student the grade of I is reported and the student may take the examination at a later date. Only legitimate reasons will be considered when students are absent from exams.***Medical Illness:*** Personal illness or illness of a close family member is a valid excuse for missing class. A written physician’s note may be requested based on the requirements of the instructor(s) for a given course.  ***Death of Immediate Family Member:*** Absences such as those resulting from a death in the family are to be excused when a student reports and verifies this with the Program Director. There is no penalty for excused absences of this type.  ***Professional Travel:*** Often national, regional, and local forensic science meetings are scheduled during class time. It is not a policy of the Forensic Science Program to cancel classes for students to attend meetings. With the approval of all instructors class schedules may be changed to accommodate approved class travel. Marshall University Forensic Science Program, Marshall University, nor the West Virginia Policy Board for Higher Education is liable for accidents or injuries incurred during trips within or out of the state. |

**PROPOSED: Attendance Policy / Make-up Policy**

***Attendance is Mandatory:.*** Students enrolled in the Forensic Science Program are expected to attend all classes, laboratories, seminars, internship sessions, and presentations offered by guest speakers .

**Student Absence Form**: [www.marshall.edu/forensics](http://www.marshall.edu/forensics) <Student Only> <Forms>

Completion of an Instructor-signed Student Absence Form is facilitated by the Student and sent on to the Program Coordinator for all absences. This may occur BEFORE the absence (recommended) or on the first day of class upon return. Whether the absence is EXCUSED or UNEXCUSED will dictate whether the student will be granted make-ups and whether they will receive point or grade reductions. Completed Absence Forms will be placed in the student’s formal file. A Completed Absence Form is one bearing signatures of the student, instructor, and program coordinator. If the student is not able to attend class for any reason, a phone call or e-mail to the Instructor is required BEFORE class time as this is a standard employer practice.

***Excused Absences:*** The Program Coordinator and Instructor must be notified of absences. Formal documentation is required for Excused Absences which may involve physician statements excusing the student from class, obituaries, or professional travel documentation. With an Excused Absence, the student may be asked to take an exam BEFORE the scheduled date. No exams, labs, or other formal exercises will be made up without an Excused Absence. Examples of Excused Absences include

* Personal Medical Emergency – Formal documentation is required from a licensed physician or appropriate healthcare provider
* Death in the Immediate Family – Documentation required
* Forensic Professional Travel – Documentation required. Marshall University Forensic Science Program, Marshall University, the West Virginia Policy Board for Higher Education are not liable for accidents or injuries incurred during trips within or out of the state.

***Unexcused Absences:*** Any unexcused absence in which a student misses a lab or exam or other graded activity identified by the Instructor at the beginning of the semester will result in the deduction of one letter grade from the student’s final grade or a reduction of points as specified in the Course Syllabus. Any quizzes missed during an unexcused absence will result in a zero.

***Medical Withdrawal:*** http://www.marshall.edu/wpmu/student-affairs/files/2011/08/Medical-Withdrawal-Policy.pdf.

***Final Grade Appeal:*** Any student who believes the final course grade is wrong may appeal the grade. See (<http://www.marshall.edu/graduate/graduate-student-appeals/>). The appeal is limited to three areas: a) The final grade assigned for a course is based on an obvious error (e.g. a clear error such as error in computing a grade or failure to grade one of the answers on an exam). b) Standards different from those established in written department, or Graduate College policies, if specific policies exist, were used in assigning the grade. c) The instructor departed from his or her previously articulated, written standards, without notifying graduate students, in determining the grade.

There are several steps in the appeal process. These are designed to allow the student, faculty, and program director to correct the error or come to a mutual compromise before it goes to the Graduate College/College of Science Dean’s Office for final review.

 Revised 7/14/2015 pjs