

## **Attendance Policy**

Notre Dame Seminary observes the following policy regarding class attendance: Regular class attendance is expected and required of all students who intend to receive credit for course work in the graduate school. Inevitably, extraordinary circumstances will arise that make class attendance impossible on occasion; therefore, a formula for determining regular attendance has been established as policy for the convenience of both student and instructors. A student is permitted to be absent from class no more than twice the number of times the class meets per week. (You are considered absent if you are not present when attendance is taken). Thus, if a student is absent for seven classes from a course that meets three times a week, the student is in violation of school policy in this regard. The normal penalty for such a violation is the grade FA (failure due to absence).

The number of absences includes those due to illness, late registration, or any other cause. Absence from class immediately before or after holidays and free weekends is considered a double cut. Only the Academic Dean may waive penalties for absence. In absences due to illness, you must inform the instructor and your formation advisor prior to the class.

In the Master of Arts (Theological Studies) Program, courses meet in an intensive Saturday format. Because of this, missing a Saturday session is never allowable if a student has not sought and received permission from the instructor. If a student is allowed to miss a Saturday session, the following conditions apply:

- ◊ The student must seek and receive permission to miss the session PRIOR TO the session;
- ◊ The student must hand in all class requirements that are due on the date of the session missed no later than the date of that session;
- ◊ The student must arrange in advance to have a fellow student tape the entire Saturday session, and notify the instructor of the name of the student who will be taping the session;
- ◊ The student must take notes on all lectures and class activities from the taped session, and submit a typed copy of these notes to the instructor PRIOR TO the next class meeting (this can be done through email);
- ◊ The student cannot achieve a grade higher than a “B” in the course;
- ◊ If the student fails to meet the above requirements, then the student will receive an “F” for the course.
- ◊ NO STUDENT IS ALLOWED TO MISS ANY ADDITIONAL SESSIONS. If a student misses an additional session they must withdraw from the course (with a grade of “W”, “WP” or “WF”) or receive an “F” for the course.

In addition, the Institute for Lay Ecclesial Ministry (ILEM) and the Master of Arts for Pastoral Leadership have attendance guidelines specific to their programs. Attendance at all formation events is required and expected of all candidates. Situations may arise that result in an absence. In the case of illness, emergencies or unavoidable ministry conflicts, the candidate will notify the ILEM office. In the event of missing a Saturday session, an opportunity for independent study will be assigned, thus fulfilling the requirements of ILEM.

Responsibility for completing all formation requirements rests with the candidate. Each candidate is responsible for requesting information regarding opportunities for make-up. No more than two formation events from any given year may be missed. If more than two absences occur per year, eligibility for participation in the program will be reviewed by the Director. Conflicts due to ministerial commitments should be discussed with the Director well in advance of the formation event in question.

After application and acceptance into ILEM, candidates are asked to consider their commitment to ILEM requirements as binding, with every effort made to avoid conflicts between ILEM events and personal/professional commitments. If a candidate's life situation changes in such a way that it becomes extremely difficult or impossible for them to fulfill the formation requirements, the Director may explore the option of a leave of absence from the program.