

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. 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 and may fail the course due to excessive absences.

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.

Students may be considered absent if not present when attendance is taken for the class. In this regard, excessive tardiness may cause a student to be in violation of the policy for absences and may cause failure of the course. In addition, frequent and prolonged absences during a class period are also prohibited. Professors will report excessive tardiness and frequent leaving during classes to formation advisors.

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In both the Institute for Lay Ecclesial Ministry and the Master of Arts in Pastoral Leadership programs, courses meet in an intensive Saturday format. Because of this, missing a Saturday class is never allowable except in highly exceptional circumstances. If students have received permission from the instructor beforehand, the following conditions apply:

- ◇ The student must seek and receive permission to miss the class **PRIOR TO** the scheduled class;
- ◇ The student must hand in all class requirements that are due on the date of the class missed no later than the date of that class;
- ◇ The student must arrange in advance to have a fellow student tape the entire Saturday class, and notify the instructor of the name of the student who will be taping the class;
- ◇ 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);
- ◇ 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 CLASSES.** If a student misses an additional class they must withdraw from the course or receive an “F” for the course.

In addition to the requirements outlined above, attendance at all formation events is required and expected of all students. Situations may arise that result in an absence. In the case of illness, emergencies or unavoidable ministry conflicts, the candidate will notify the Lay Programs office as far in advance as possible.

Responsibility for completing all formation requirements rests with the student. Each student is responsible for requesting information regarding opportunities for make-up work. 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 formational requirements, the Director may explore the option of a leave of absence from the program.