

**DEPARTMENT OF BROADCASTING
ATTENDANCE POLICY
(EFFECTIVE DATE: August 1, 2006)**

All classes taught in the Department of Broadcasting follow a department-approved attendance policy. This is due to the time-critical nature of broadcasting. Attending class prepared and on-time is, in itself, an important lesson. If you have any questions and/or concerns about the policy, please talk with your instructor.

PLEASE REMEMBER YOU NEED TO ATTEND YOUR CLASSES. THE ATTENDANCE POLICY BEGINS THE FIRST DAY OF CLASS EACH SEMESTER, NOT THE DAY YOU REGISTER FOR THE CLASS OR THE FIRST DAY YOU SHOW UP.

LECTURE CLASSES AND LECTURE PORTIONS OF PRODUCTION CLASSES

You are given one unexcused absence from lecture classes and lecture portions of production classes. Any additional unexcused lecture absence will automatically lower your final course grade one letter for each additional unexcused absence. (For example: one unexcused absence, no penalty. Two unexcused absences—final grade lowered one letter. Three unexcused absences—final grade lowered two letters. Four unexcused absences—final grade lowered three letters, and so forth).

If you miss a lecture due to illness/injury, you must provide the instructor with a doctor's/Beu excuse the **NEXT** class you attend. The doctor's/Beu excuse must indicate that you are not allowed to attend class due to your illness/injury. Failure to provide the excuse the next class meeting attended will result in the absence being recorded as unexcused. Calling the student services office or any other campus office does not automatically define the absence as excused nor does it release you from the requirements of this attendance policy.

If you miss a lecture for one of the other acceptable reasons listed below, you must provide the instructor with an explanation at the **NEXT** class meeting you attend. Failure to provide the explanation the next class meeting attended will result in the absence being recorded as unexcused.

PRODUCTION LAB, TELEVISION/RADIO AIRSHIFT, UTV CREW

Because these activities are extremely time-critical, you are **NOT** given any unexcused absences from production labs, television/radio airshifts, UTV crews. Your attendance is required. If you cannot fulfill your responsibility, you **MUST** find someone to fill your spot.

If you anticipate an absence (excused or unexcused) and you **EXCHANGE** labs/airshift, UTV crew responsibilities with another student in the same class, but different lab, the absence will be recorded as excused. Please understand that this applies to labs/airshifts/UTV crew only. Also please understand that this is an exchange, not a replacement. This may be done a maximum of **TWO** times per semester. (Please arrange your labs/airshifts/UTV crew exchange with a reliable classmate. If your replacement is a no show or late, you will receive the penalty in the form of an unexcused absence or tardy being recorded. If you agree to help out a classmate by exchanging labs/airshifts/UTV crew, be sure you can count on the student to come to your lab. If the student does not reciprocate and complete your labs/airshifts/UTV crew, you are assessed the absence or tardy). Any exchange must be approved by the instructor **PRIOR** to the absence.

If you miss a lab/airshift/UTV crew due to illness/injury, you must provide the instructor with a doctor's/Beu excuse the **NEXT** class you attend. The doctor's/Beu excuse must indicate that you are not allowed to attend class due to your illness/injury. Failure to provide the excuse the next class meeting attended will result in the absence being recorded as unexcused. Calling the student services office or any other campus office does not automatically define the absence as excused nor does it release you from the requirements of this attendance policy. If you miss a

lab/airshift/UTV crew, find a substitute. You can do this twice, and then you will be replaced for the remainder of the semester. In addition, missing a lab/airshift/UTV crew may have consequences beyond your classwork. For example, you may not be considered for future airshifts or to be on future UTV crews.

TARDINESS

Begin now working on punctuality. In Broadcasting, punctuality is essential. If a class begins at 9:00, be in class, ready to begin, at 9:00 SHARP. Walking in late disrupts the class. If you **MUST** be late, please take the first available seat as you enter the doorway. Please do not walk in front of the instructor, projector, or other students to find a seat. If someone is making a presentation to your class, please wait quietly outside the door until the presentation is completed. You are given two lates per class per semester. Each additional late will lower your final course grade one letter per additional tardy.

UNIVERSITY EXCUSED ABSENCES:

(DOCUMENTATION MUST BE PRESENTED TO THE INSTRUCTOR AT THE NEXT CLASS MEETING ATTENDED. WORKED MISSED DURING THESE ABSENCES MUST BE MADE UP ASAP)

- Documented illness/injury
- NCAA-sanctioned athletic participation (spectator does not qualify)
- University approved and sponsored field trip
- Death in immediate family (included parent, grandparent, and sibling)
- Sick child under 18 years old
- Birth of your child

UNEXCUSED ABSENCES:

- Family reunions
- Weddings
- Car problems
- Court date (get the court appearance rescheduled for a time when you do not have class and/or lab)
- Work
- Child's birthday
- Child's birthday party
- Social engagement