

Indiana University East
Admissions and Academic Affairs Committee
Policy for Student Attendance and Administrative Withdrawal
(Draft)

I. Attendance - Class attendance is critical for student achievement and retention. Indiana University East maintains the expectation that students will attend class. A student who does not attend class jeopardizes his/her GPA and retention status at Indiana University East. Failure to attend or voluntarily withdraw from classes may result in poor grades, low GPA, and academic suspension or dismissal. The purpose of this policy is to improve student retention and limit the detrimental consequences of recurring absences.

II. Student Responsibility for Reporting Absences - The first line of communication should be between the student and the instructor of the course in which the student is enrolled. Students are responsible for contacting the professor regarding any absence. This contact should be initiated prior to the absence when possible, or immediately after the absence. Instructors are encouraged to contact any student whose attendance is jeopardizing their potential to successfully complete the course.

III. Initiating Intervention – Instructors will note that a student’s attendance is irregular on the Enrollment Verification documents submitted to the Registrar’s office. This would apply to those students not attending class, or those attending episodically, with frequent absences. The Registrar’s office will provide the Director of Retention with the names of students so identified.

In addition to the Enrollment Verification forms, an instructor may initiate an intervention relative to student attendance at any point in the semester where the student’s risk of failure becomes evident. In said case, the instructor will directly contact the Director of Retention.

IV. Intervention and Academic Withdrawal - The Director of Retention, or designee, will meet with the student as an intervention. Should the student fail to meet with the Director of Retention, or the Director of Retention believes that the student’s choice to not attend class has irretrievably harmed their opportunity to pass the course; the student will be referred to the Dean of Students.

The Dean of Students will determine the final disposition of the intervention. This may include Administrative Withdrawal. The student, the instructor of record, and the Office of Financial Aid will be notified of the withdrawal.

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