

Attendance

(percentage of total course grade that can derive from attendance)

- Grades for attendance alone should not comprise more than 10% of the overall evaluation scheme for the course.
- If a grade for attendance forms part of the evaluative framework of a course, the syllabus must outline clearly the basis upon which attendance grades will be awarded.
- If a grade for attendance forms part of the evaluative framework of a course, the instructor must keep a written record of student attendance together with a written justification of the individual grades assigned for attendance, and be prepared to provide both to the Department Appeals Committee in the event of a grade appeal.

Approved by Dept Council 07 October 08