should have advance approval of the department chair or Area Chair. In case of illness or other emergency, the department chair or relevant secretary should be notified as soon as possible, so that arrangements can be made for notifying the members of the class.

Class Attendance

Faculty members should make clear to each class at the beginning of the term their specific requirements for class attendance. If repeated absences are impairing the academic effectiveness of any student, the professor should make this problem known to the student and contact the student’s advisor. If after such counsel attendance does not improve, the faculty member should report the matter to the Associate Provost for Advising and Retention.

Students should regularly attend all classes for which they are enrolled. Absences will typically be excused for observance of religious holidays, documented cases of illness or emergency, sanctioned school functions, or other appropriate exigent circumstances. Students must notify instructors of their circumstances in a timely manner.

A course instructor can drop from the roster any student who fails to attend the following number of class meetings before the deadline to add a course:

- Two classes in a course meeting on a twice weekly schedule
- Three classes in a course meeting three or more times per week.

At their professional discretion, course instructors may, by notifying the Registrar prior to the deadline for withdrawing from a course, remove from their courses any student whose unexcused absences over any three week period reach or exceed 50%. Instructors are not obliged to notify the student prior to taking this action. A student removed from a course under these circumstances will be notified by the Office of the Registrar through the student’s Hendrix e-mail account. A student may appeal this action by contacting the Registrar within three business days of the drop notice date. The Registrar will forward the appeal to the Academic Appeals Committee for review and action.

Examinations and Grading

The final examination schedule is developed by the Registrar and by the Council on Academic Policy, is approved by the faculty, and is published in the catalog. Examinations will be held at the scheduled times. Exceptions for individual students may be made at the discretion of the professor. However, requests by faculty members to change the time of final examinations must be approved by the Council on Academic Policy.

Faculty members should follow the policies outlined in the College Catalog when assigning grades. These policies describe the allowed grades of A, B, C, D, F, CR, NC, NR, I, and W as well as how these grades are interpreted on the transcript and in the computation of grade point averages. Grades of CR, NC, NR, I, and W can be assigned only in particular circumstances and when the appropriate policies and deadlines as outlined in the catalog have been followed. Questions should be directed to the Registrar.

If a student is doing poorly, or if there is a marked decline in the quality of work, a professor should report this problem to the student’s advisor, who will confer with the student and report to the faculty member. Persistent problems should be reported to the Associate Provost for Advising and Retention.