



THE PETROLEUM INSTITUTE

Number:	PIP 3150
Effective:	11-June-2009
Revised:	

SUBJECT: Attendance

REFERENCE:

SECTION 1 PURPOSE

1.1 To establish and communicate criteria for attendance.

SECTION 2 SCOPE AND APPLICABILITY

2.1 This policy is applicable to all students of the Institute.

SECTION 3 DEFINITIONS

SECTION 4 POLICY

4.1 A student at the Petroleum Institute must attend classes regularly in order to progress academically.

SECTION 5 BACKGROUND OR EXCLUSIONS

5.1 To the extent that information in the catalog may conflict with this policy, the policy supersedes that information.

SECTION 6 GENERAL PROVISIONS

6.1 Regular class attendance is an important component of the learning process. Students are expected to attend all classes and on time.

6.1.1 It is the responsibility of the course instructor to inform each class at the beginning of the semester of the nature of in-class participation expected and the effect of absences and missed class work on the evaluation of the student's work in the course. Each course instructor should develop a particular attendance metric demonstrating how absence will affect the overall course grade. This guidance will also be stated in the course syllabus.



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6.1.2 **Excused Absence:** Excused absences from class may be allowed under special circumstances such as, medical reasons, personal or family emergencies, or participation in PI activities at the request of PI authorities. In the case of absence due to a medical condition, the student is required to submit a physician's report to a student counselor in order to obtain permission to make up any course requirements that have been missed. Students with medical reasons and/or personal emergency must contact the Office of Student Affairs within seven calendar days from the date of the event. Students participating in PI-sponsored activities must receive prior approval by a Program Chair or Student Affairs. Notifications of excused absences will be sent to the appropriate faculty by Student Affairs.

6.1.3 **Unexcused Absence:** As stated in 6.1.1 above, each course instructor will apply an attendance metric that affects the overall course grade. It is at the faculty's discretion that work missed due to unexcused absences may or may not be made up by the student.

6.2 Absence may effect a student's scholarship terms. Sponsors may apply an attendance policy requirement independent of this policy.

SECTION 7 RESPONSIBILITIES AND PROCEDURES

7.1 The Provost shall cause the terms of this policy to be observed.

SECTION 8 CANCELLATION

8.1 None.

SECTION 9 REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis as determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.



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SECTION 10 SIGNATURES

Chair, Academic Policies Committee Date

Provost

Date

President

Date