

## **CLASS ATTENDANCE REGULATIONS**

This policy replaces the one published in the *2007-2008 Undergraduate Catalog*.

### Students:

1. Class attendance is regarded as an obligation and a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the University.
2. Any student who is not present for at least 75% of the scheduled class sessions in any course may receive a grade of W if this condition occurs prior to the last day to drop a course or a grade of F after that date.
3. Any University-related activity requiring an absence from class will count as an absence when determining if a student has attended 75% of class meetings.
4. Students are responsible for the effect absences have on all forms of evaluating course performance. Thus, the student is responsible for arranging the allowed make up of any missed work.

### Faculty:

1. Instructors shall keep a permanent attendance record for each class. These records are subject to inspection by appropriate University officials and should be available at all times.
2. Attendance of class meetings may not constitute more than 10% of the course grade unless justified by the instructor and approved by the department head and dean.
3. Faculty members are required to state in writing and explain to students their expectations in regard to class attendance during the first class meeting or by the last day to add (third official day of classes).
4. Faculty members are expected to work with students to allow for completion of classwork and assignments if the student's absence results from his/her required participation in a University-sponsored activity provided that, prior to the absence, the student makes arrangements to complete all missed work.
5. Students are usually allowed to make up work and/or tests missed because of serious illness, accident, or death in the family. Staff members in the Division of Student Life and Leadership will make every effort to inform the faculty member concerning class absences on behalf of the student in these instances.

## **DEVELOPMENTAL COURSES**

1. Developmental courses are designated with a course number that is less than 100.
2. Students required to take a developmental course must enroll in that course each semester in which they attend ULM until the course is completed with a grade of C or better.
3. Students will have three chances to pass a developmental course. Students who fail to do this will not be allowed to enroll in courses at ULM until they show proof of earning a C or better in an equivalent developmental course at another accredited institution of higher education.
4. Dropping a developmental course will count as one chance toward passing it.
5. Developmental courses may not be used to satisfy a requirement in any degree program.

## **ADDING AND DROPPING COURSES**

This policy replaces the one published in the *2007-2008 Undergraduate Catalog*.

Students will not be admitted to any class unless the instructor has received a roster or notice indicating proper registration from the Registrar.

Students will not be permitted to add or drop courses after the published add and drop date without their dean's approval.

Students may not enroll in more than one section of the same course unless specified in the University catalog.

Class prerequisites must be completed as prescribed by the most current catalog, regardless of the catalog or curriculum in effect for any student.

All students are encouraged to consult with their academic advisor before adding or dropping a course; however, to add or drop a course, freshmen must obtain a signed Drop/Add form from their academic advisor, department head, or dean. To be added into a full course, students must also obtain the signature of the dean responsible for the course. Students must submit completed Drop/Add forms at the Registrar's Office.

For non-freshmen, adding and dropping courses must be completed via arrow ([arrow.ulm.edu](http://arrow.ulm.edu)). Students using arrow are strongly encouraged to print a copy of the screen displayed when they drop a course and to verify that they have been removed from the course by reviewing their course schedule.

A student may drop any subject with a notation of "W" (withdrawn from class) within the time limit specified in the University Calendar. Withdrawals during that period carry no academic penalties. Failure to withdraw from a course during that period may result in a course grade of F.

## **CELL PHONE POLICY**

Cell phones should be turned off or set to vibrate only when in academic buildings (including the University Library) and may be used only in restrooms, group study rooms, and offices. Text messaging may be used throughout the Library (with the exception of the classrooms) provided that no audible sound is used to notify the recipients.

All people carrying cell phones into a classroom, laboratory, or clinic must turn off and store (e.g., in a backpack, purse, phone holster, or other similar item) their phones prior to entering the room. Cell phones are not allowed on desk or table tops. If there is an extenuating circumstance that requires the cell phone to be on during a class, the student must obtain permission from the instructor prior to the beginning of class and must operate the phone in a silent (vibrate only) mode. Each instructor may further restrict the use of cell phones in class and may determine the consequences for violations of this policy.

People who violate this cell phone use policy may be asked to leave the building.