



UNIVERSITY OF
BRIDGEPORT

POLICY AND PROCEDURE

Title:	Attendance Policy
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POLICY STATEMENT:

Undergraduate students are expected to attend their classes regularly. The instructor shall specify in the course syllabus at the beginning of the semester the extent to which the attendance factor will be taken into account when grades are calculated. Due allowance will be made for such factors as illness, inclement weather, and severe personal or family problems.

PROCEDURE DETAILS:

In this section, provide the reader with the necessary procedural and "how to" information. This can be an outline of each step required, a checklist of what needs to be done, an explanation of how to complete the necessary forms or screens (including copies of the forms or screens), or an appropriate combination of these techniques. Additionally, indicate in this section which departments, offices, and/or position titles are responsible for each part of the procedure. These departments, offices, and/or position titles should also be included in the section titled, "Offices Directly Affected by the Policy."

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☒ STUDENT HANDBOOK

☐ FACULTY HANDBOOK

☐ STAFF HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academic Affairs, Registrar's Office

HISTORY:

Revised April 2025

EFFECTIVE DATE:	Unknown
RESPONSIBLE OFFICE	Registrar's Office

(ONLY ONE):	
REVIEW DATE:	April 2025

APPENDIX:
NA