

# Attendance - Graduate School

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## Graduate School Attendance Policy

### FACULTY RESPONSIBILITY

Taking attendance is not required by the university, except on the first class meeting following the deadline to Add/Drop, as noted in the Academic Calendar (<https://www.marquette.edu/central/registrar/calendars-exams-schedules.php>), in order to comply with Federal regulations. Faculty must then notify the Office of the Registrar of students not in attendance via the Single Course Swap/Withdrawal: Faculty/Administrator Initiated form, located in the Faculty Center in CheckMarq (<https://checkmarq.mu.edu/psp/sa9prod/EMPLOYEE/HRMS/?cmd=logout>). In addition, students may not attend classes if not registered, and it is the responsibility of the faculty to inform students of this. Faculty may set their own class attendance policy in their syllabus, in accordance with department guidelines or requirements.

### SPECIAL ALLOWANCES

Students with absences due to legal obligations, religious observance or participation in Division 1 athletics and other university-sponsored events should be given an opportunity to make up examinations or other graded assignments if a request is made to the instructor prior to the absence.

### GRADES ASSOCIATED WITH ATTENDANCE

Certain grades are associated with attendance and are assigned to students according to the criteria as described in the grading system policy.