

Student Classroom Responsibilities

Students are expected to take an active role in their courses, which includes attending class, completing assignments on time, participating in classroom activities and maintaining satisfactory academic progress.

At the beginning of each semester, faculty members are required to describe their expectations and grading policies, including those for attendance. A student who consistently fails to complete assignments or who is excessively absent from class may be withdrawn from the course by the faculty member. Written notification will be sent to the academic vice president and dean of faculty, the registrar, the advisor and the student. Prior to this action, the faculty member will confer with the student whenever possible.

It is the student's responsibility to make arrangements with the faculty member as far in advance as possible when unavoidable situations prevent the student from meeting the course requirements or attending class regularly. If a student must be absent from class for an extended period, it is the student's responsibility to notify the faculty member and to provide information regarding the reason for the absence and the expected date of return to class. This notification is not to be construed as an excused absence for the student. The student is still responsible for completing any missed work. Regardless of the cause for absences or missed work, it is the faculty member's prerogative to determine if the student has met the outcome requirements of each course. Excessive absences or incomplete work for any reason may result in not completing or passing a course.

Short Term Absence or Withdrawal Due to Medical or Mental Health Concerns

Baird Health and Counseling Center does not provide excuses for routine illnesses, injuries or mental health problems that may lead to missed classes, labs, exams or deadlines. The college expects that students are honest with their professors regarding their ability to complete work, and professors are expected to work with students on these issues within the parameters of academic policies and processes. For information specific to withdrawals from the college please contact the Office of Student Success and Retention. For concerns regarding short term absences from classes, contact the academic vice president and dean of faculty. If the student is not working with Baird Health and Counseling Center for care related to an extended absence then pertinent information from the outside health provider should be forwarded to BHCC@colby-sawyer.edu so that the health record of the student can be kept current while at Colby Sawyer.