

Updated Attendance Policy

Dear Students,

St. Francis College has updated its course attendance policy for all course instruction modalities to best support students who may be unable to attend on-campus or live online course sessions. While engaging in live in-person or online course time is preferred, in order to provide the most flexibility during this pandemic, students who are unable to attend a class or live course online activity, will not have their grade adversely affected due to absence.

Please see the FAQs below to help you understand the policy, your responsibilities as a student, and what to do if you experience any challenges:

How will professors measure my attendance?

As a student you are responsible for completing course requirements on deadline as outlined in the course syllabus and for demonstrating engagement through regularly logging into Canvas, participating in course discussions and reviewing of materials provided in all class formats (synchronous, asynchronous, on-line, or in person) as applicable. *Note: Some specific programs such as Nursing and Education may have additional participation requirements associated with certification and accreditation, which will be shared by the appropriate department or program.*

How do I communicate the need to miss on campus or live online instruction?

To alleviate any extra burden, you will not be required to provide formal documentation from a healthcare provider. We do encourage you to submit notification to the *Office of Accessibility and Accommodations* using [Accommodate](#) and clicking 'COVID-Concern Absence', if you do not plan to attend live instruction, however, it will not be a required action. No documentation will need to be uploaded for verification.

What steps do I take stay on top of my course requirements?

You must reach out to your professors if you are unable to attend in person or live online course experience and/or if illness will require late submission on deadlines or missed exam. If you notify the Office of Accessibility and Accommodations (using [Accommodate](#) clicking 'COVID-Concern Absence') we can assist you with strategies to stay on top of your coursework and how to connect appropriately with professors. Meeting with a tutor in Academic Enhancement to help you with understanding the course material or how to build your study skills can be easily done by choosing Academic Support on the Appointment icon in the **Navigate** app.

Do everything you can to participate in course activities and submit assignments in Canvas or Email (as directed by the instructor). Reach out to the instructor if illness will mean you will miss a deadline.

How do I make an appointment with my advisor, tutor, or other support office?

The College has an awesome app which puts all your student success needs in the palm of your hand and it's called Navigate! Check out <https://www.sfc.edu/studentlife/cfss/navigate>. If you need help downloading, email SFCNavigateHelp@sfc.edu

What other steps can I take if I am feeling unwell?

If feeling unwell, you should connect with your local health care provider immediately, and if you need any guidance you can contact Nurse Elizabeth Giugliano, stuhealthservices@sfc.edu

What will happen if I am not completing assignments and participating actively?

Maintaining strong communication with your professors will be key. They need to know if you are having any challenges with meeting course deadlines or from engaging actively in the course. The professor will reach out to you if you are not showing active engagement in class and may connect you directly to resources through referral to the academic support team to connect to resources. If at the time of grading you are still enrolled in the course but have not completed course requirements and maintained engagement, you may receive a grade of X, which calculates as an F in the GPA.

What if I cannot complete the course(s) I am registered for?

If completing your course(s) becomes impossible due to illness or other circumstances, you should first discuss other options with their instructor and academic advisor. St. Francis College does not automatically drop students from courses. You must adhere to the academic calendar drop/withdrawal deadlines (<https://www.sfc.edu/studentlife/academiccalendar>) and be aware of the tuition cancellation calendar. For the fall 2020, the last day to add or drop courses is September 15th. Your course enrollment for the fall means you are liable for tuition and fees. Even if you did not submit a payment, your financial aid may have been applied towards your bill, so you must inform the College if you are not planning to complete the semester.

What do I need to do if I must withdraw from the course or college or take a leave of absence?

It is our hope that you can remain enrolled in all your courses but understand if you are unable to do so. For the fall 2020, the last day to add or drop courses is **September 15th** as any class dropped after that date will receive a Withdrawal (W) grade. The percent of tuition refunded after withdrawal can be found in the **Tuition Cancellation Policy** tab by visiting <https://www.sfc.edu/studentlife/bursar> In order to receive 100% refund, you must drop courses before the end of the first week of the semester. After the first week, you will be responsible for tuition according to the policy the refund schedule.

If you need to take a leave of absence/withdraw from the entire semester, please complete the form below and you will be contacted to discuss your decision and possible options.

Withdrawal and Leave and Absence Form

Draft by: Monica Michalski 8/29/2020

<https://forms.office.com/Pages/ResponsePage.aspx?id=CLmBycML4kinHvtNhxj3bATq0HqCUg9MoH7tYcNHfvdUNzhYVvUzQUZNMk5JWFhJWkRMM0oxT05XQy4u>

Please know we are here to help guide and support you. Contact us if you have any questions.

Thank you,

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