

ECO 401 Attendance policy - SPRING 2005

1. Will pass out attendance sheet every time starting with the 2nd class session; the only exception will be quiz days. Attendance may be taken on days that I pass back quizzes and review them. You will not know whether any points have been given for 7 days. This is to prevent the increasing abuse of excused absences in my class.
2. If you need to miss a class session for an excused absence, you must
 - a. Inform me in writing (email: aaron@uky.edu) *before* a class session
 - b. Provide me with documentation of the absence within 3 days
 - c. If attendance was taken that day, and you follow these steps, you will have the opportunity to earn the attendance points in a future class session
3. I will pass out the attendance sheets toward the middle of a class session
4. If you have existing commitments, schedules as of *today*, January 13, 2005, please inform me in writing by Friday, January 14, 2005 along with proof of that commitment.

For illness:

1. Contact me by email at aaron@uky.edu before class
2. Get doctors not that says *dates* that you will be unable to attend
3. Doctor name and contact number
4. Original copy
5. Sign any waivers for doctor to be able to verify due to HIPAA requirements

Additional excused:

1. Military/ROTC/National Guard; must email me at beginning of semester informing me of the possibility of missing class. Provide proof either before/after.

For death:

1. Note / verification from funeral home
2. Contact information for funeral home

For religious holidays:

1. Must tell me during the first week of the semester which day(s) you will miss; these holidays are **anticipated**.

The following are not excused absences:

1. Save money on an airline ticket, leaving early for Spring Break
2. Wedding
3. Extra credit for another class/campus speaker
4. Car trouble/dog ran out of house
5. GMAT testing/Microsoft certification, job interviews, etc. (unless you can prove *with a receipt* to me that you scheduled this prior to the beginning of the semester). Must come to me within the next 24 hours with this proof.
6. Most *anticipated* absences are unexcused. After the first class meeting, you must take into account the scheduling for this class.
7. Job interviews that are not scheduled as of January 13, 2005.

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