

Teacher Education Program Course Attendance Policy

ATTENDANCE

The TEP views attendance in university courses (both virtual and in-person) to be equally as important as time spent student teaching. Since many classes are interactive where ongoing assessments are interwoven with learning tasks, grades may be based on completion of and participation in discussions, activities, and projects. Your presence is important for your learning and the learning of your peers, and often cannot be made up by alternative means (e.g., getting the notes from colleagues, modified tasks or experiences, etc.). We also understand that things come up and a class may need to be missed. Absence is defined as time missed from class (including tardiness or leaving early). While we understand that the pandemic might cause increased difficulties in attendance (due to illness, technical issues, caretaking, family concerns, etc.), it is still your responsibility to communicate with your instructors. TEP's Course Attendance Policy is based on these three principles: Course attendance is important; important things sometimes prevent course attendance; so, communication with course instructors is paramount.

IN PERSON/SYNCHRONOUS CLASS MAXIMUM ABSENCES PERMITTED BY UNIT / COURSE HOURS

Course Unit	Expected In-Person Meeting Hours	Maximum Absence Permitted
1 Unit	9-10 hours	2 hours
2 Units	15-18 hours	3 hours
3 Units	21-24 hours	4 hours
4 Units	30-40 hours	6 hours

*Please note: The absences permitted are a **guideline** and a **maximum**. Instructors may have additional attendance policies and requirements specific to their course(s) outlined in their syllabus.

FOR VIRTUAL/REMOTE CLASSES

Attendance in virtual courses includes participating in live sessions on time and for the duration of the session, coming to the session prepared, and having completed any required, asynchronous tasks. The in-person allowable absences should serve as a guide for you. Your instructors will have more specific guidelines on attendance policies and requirements in virtual courses, as virtual coursework may be more asynchronous than an in-person class.

POLICY FOR MISSED TIME

<p>Within Allowable Range</p>	<ul style="list-style-type: none"> - If planned, absence must be <i>discussed</i> with the instructor prior to absence and communicated to the Program Coordinator and Supervisor. For SST, this would be your <i>Content</i> Supervisor. - If unplanned, candidates must notify the instructor and CC the Program Coordinator and Supervisor (<i>Content</i> for SST) ASAP. A doctor's note may be requested. - If a candidate is absent, they are required to complete all coursework and get notes from a colleague. While this does not make up for or account for the work that can only be done via in-class participation, it is an essential step toward getting caught up.* - With <i>prior approval</i>, a candidate can miss a class session for fieldwork opportunities, job interviews, or other program-related opportunities. This must be done with prior approval, and the candidate is still required to complete missing work and/or additional assignments.
<p>Outside of Allowable Range</p>	<ul style="list-style-type: none"> - If more than the allowable time or essential class content is missed, the candidate is in jeopardy of not passing the course, and must meet with the Instructor and/or the Program Coordinator to discuss whether the course needs to be dropped and repeated the following year.

* *Instructors are **not** required nor expected to meet with you and catch you up on work you missed caused by an absence.*

GRADES

Your participation impacts your grade in TEP courses. Candidates must maintain a 3.0 average GPA in the credential program to remain in good standing. Any course in which a grade of “C-” or below is received will require that the course be repeated the following year and will delay the awarding of the credential. Candidates cannot begin the spring quarter of student teaching unless their GPA is 3.0 or higher.

EXEMPTIONS AND APPEALS

If your absences are outside of the allowable range, you can appeal for an exemption to the policy. The exemption appeal must come with appropriate documentation for the reason your absences were outside the allowable range (e.g., doctor's note, etc.) and must be discussed with the instructor and Program Coordinator. If you have DSP accommodations regarding flexible attendance, then please ensure that you provide the accommodations letter to your course instructors at the start of the course or as soon as the accommodation is initiated. Appeals for an exemption to the policy will be brought to the TEP Leadership Team.

COVID-19 SPECIFIC

If you are sick, have a cough, or are experiencing any symptoms that might be [COVID-19 related](#), you should not attend any in-person classes or your field placement, and should notify your instructors and Program Coordinator. UCSB and K-12 schools adhere to the CDC and state guidelines for safety. If this means, for example, that if a candidate needs to be in quarantine when courses are in-person, or if the candidate is too ill to participate in online work,

the candidate must notify the Program Coordinator and instructors ASAP. If a candidate needs to be absent for an extended period over the permitted number of absences for that quarter, the candidate can receive a medical leave of absence or can go through the exemption process and develop a plan with the Program Coordinator and Instructors to make-up lost hours. A doctor's note may be requested.

LEAVES OF ABSENCE

If life circumstances should change, and you need a break from the Program, the UCSB [Graduate Division](#) allows for the following types of leave: medical leave, parenting leave, family emergency leave, and military leave. TEP will work with you on returning back to the Program.

Sign below that you have read and understand the above expectations.

Printed Name

Date

Signature