

Department of Foreign Languages and Literatures

Attendance Policy

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. The Department of Foreign Languages and Literatures complies with the official UAB Attendance and Excused Absence Policy for Undergraduate Programs and therefore allows, with anticipated proper official documentation, absences due to jury or military duty as well as absences due to participation in specific university-sponsored activities. In addition, the Department has its own Attendance Policy.

Regular attendance is necessary to learn a foreign language. Repeated absences, tardiness, passivity, and silence will definitely be reflected in your course grade. For semester-length classes*, the Attendance Policy of the Department of Foreign Languages and Literatures is:

Class participation, contribution and actual speaking in the target language is crucial in order to learn a language, therefore class attendance is mandatory. Any absence is going to affect students' class participation and final grade. If under special circumstances, students need to miss classes, the following attendance policy will be applied:

3-days a week classes: 2 % from the FINAL grade is deducted for EACH absence above 4.
More than 9 absences will result in an AUTOMATIC "F".

2-days a week classes: 2 % from the FINAL grade is deducted for EACH absence above 3.
More than 7 absences will result in an AUTOMATIC "F".

1-day a week classes (seminars): 2 % from the FINAL grade is deducted for EACH absence above 1. More than 3 absences will result in an AUTOMATIC "F".

Example for 3-day classes:

Final grade = 93
6 absences (2 above maximum permitted) = $93 - 4 = 89\%$ final grade
10 absences = F

Example for 2-day classes:

Final grade = 90
6 absences (3 above maximum permitted) = $90 - 6 = 84\%$ final grade
8 absences = F

Example for 1-day classes:

Final grade = 95
2 absences (1 above maximum permitted) = $95 - 2 = 93\%$ final grade
4 absences = F

*The Attendance Policy will be adjusted for summer classes.

UAB Attendance and Excused Absence Policy for Undergraduate Programs:

http://www.app.uab.edu/policy_change.asp#Attendance%20and%20Excused%20Absence%20Policy