



THE JOHN MARSHALL LAW SCHOOL

First-Day Attendance Policy

1. **First-Day Class Attendance Required:** Students who do not either attend the first class of the semester or contact the professor before or on the first class day regarding the student's absence from that class will be notified that they will be dropped from the class roll.
2. **"First Day" and "Attendance" Defined for Online Courses and the Online Portions of Hybrid or Blended Courses:**
 - a. **First Day:** For purposes of this policy, Friday of the first week of classes in a semester or term is considered the first day of class for online classes. It is also considered the first day of a blended or hybrid course, if the live portion of the class has not yet convened by that day. Thus, a student must participate in the online class no later than the first Friday to comply with this policy. Students should note that online course pages open on the first day of the semester and that individual course professors will set the specific schedule for work to be completed.
 - b. **Attendance:**
 - i. A student attends an online course (or the online portion of a hybrid or blended course) by participating in class or otherwise engaging in an academically related activity. Examples of academically related activity include but are not limited to contributing to an online discussion or chat session; posting to a wiki; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing or completing an interactive tutorial; attending a synchronous class; participating in an online study group; and initiating contact with a faculty member to ask a course-related question.
 - ii. Discussing matters other than the course's subject matter does not count as attendance, even if the student contacts the course instructor to discuss them. Examples of topics whose discussion would not qualify as attendance would include plans about submitting assignments, requests for extensions on deadlines for assignments, notifications of illness, or inquiries about purchasing course materials.

- iii. Academically related activities are readily tracked and documented through the law school's learning-management system, email system, and in some cases publisher websites.
 - iv. Documenting that a student has logged into an online class or website is not sufficient, by itself, to demonstrate academic attendance. For example, if a student simply logs into an online course on September 15 and logs out, without any further activity, the student did not attend the online class that day.
3. **Petition to Remain in the Class:** The student may petition the Vice Dean for Academic Affairs to remain in the class if the student has been notified that they will be dropped in error, or for good cause as determined by the Vice Dean. The student should submit a petition as soon as possible, but must do so within twenty-four hours of being notified that they will be dropped from the class. The decision to grant or deny the petition rests within the Vice Dean's discretion and is not appealable.
4. **Continuing Obligation to Formally Drop Class:** Students who intend to drop a class continue to have the responsibility to drop it officially with the Academic Services Office and are encouraged to do this on a timely basis, following normal law school procedures.
5. **No Impact on Add/Drop Deadline:** Nothing in this policy precludes a student from adding a class after the first class but before the add/drop deadline.

Administrative policy adopted May 1 2017, effective for the Summer 2017 term; revised July 17, 2018.

Cross-reference: Roll-Verification Policy and Procedure.

Implementation notes: The Academic Services Office will email professors after the first day of each semester to remind them to report any student who did not either attend the first day of class or contact the professor about the student's absence. The Academic Services Office will then send an email reminder to faculty at the end of the first week of class. To help ensure the law school complies with obligations under Title IV, faculty are asked to respond promptly to these inquiries.