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**Policy Owner:** Chief Student Journey Officer  
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## **ATTENDANCE, WITHDRAWAL, AND LEAVE OF ABSENCE POLICY**

### **Attendance**

Attendance in person is mandatory. Missing 20% or more of any course results in an automatic failing grade. Students are expected to regularly attend classes, seminars, and workshops, etc. for which they have registered, regardless of whether they are attempting or not to earn credit hours for these courses or seminars. A minimum of 80% attendance in each class is required for its successful completion given that the student satisfies all other criteria for passing the course. Students who fail to satisfy course attendance requirements will not receive full or partial credit for the given course.

NewU professors will consider in good faith and on a case-by-case basis whether a student will be allowed to make up work due to absences and on what terms.

### **Types of Absences**

NewU does not distinguish between types of absences. A student is either marked as “absent”, or as “present” by each professor based on the professor’s judgment as to the type of absence or time of arrival or departure from class. There are no “tardy” or other categories of attendance, other than “present” and “absent”.

NewU maintains attendance records within the Google for Education and Salesforce.com Educational Data Architecture platforms for all students. Only authorized school administrators and the relevant student professors have access to enter, modify, or view attendance records. A student may request a report on attendance records for any enrolled or past class.

### **Withdrawal**

Students wishing to withdraw without intending to return at a future time must formally give notice and receive NewU written approval. A student who has withdrawn is not eligible for reinstatement. Students who intend to withdraw from the university must submit a formal notification to the Chief Student Journey Officer, sign the appropriate form as directed,

complete an exit interview, and receive an authorized signature from NewU finalizing the withdrawal.

Until the Withdrawal form is signed by an authorized NewU representative, students are still enrolled and expected to fulfill their academic and financial responsibilities. All accrued liabilities such as tuition, fees, or any other amounts payable to NewU continue to accrue and are due until all financial obligations through the end of the semester during which the withdrawal is approved have been fully met by the student.

### **Leave of Absence**

A leave of absence allows students to interrupt their studies for a compelling reason. For example, a sustained medical or mental health condition that prevents attendance or a personal matter requiring absence from campus may qualify you for a Leave of Absence. Students must submit a written letter and supporting documentation to the Chief Student Journey Officer to make their case and outline why they need to interrupt their studies at that time.

Students may request to take a leave of absence during which they will not be expected to complete academic or other work at NewU or be present on campus; students will also not benefit from student status for the period of an approved leave of absence. The duration of a requested leave is one whole semester.

Leave of absence requests must be approved by the Chief Student Journey Officer in advance of the requested semester and decisions will not be applied retrospectively. Until students are informed by email that the leave has been processed, they are still registered and expected to fulfill their academic and/or financial responsibilities, including completing coursework.

**[End]**