Class Attendance

The responsibility for class attendance lies with the student, who is expected to attend classes regularly and punctually. A vital aspect of the residential college experience is attendance in the classroom; its value cannot be measured by testing procedures alone. Students are considered sufficiently mature to appreciate the necessity of regular attendance, to accept this personal responsibility, to demonstrate the self-discipline essential for such performance, and to recognize and accept the consequences of failure to attend. Students who cause their work or that of the class to suffer because of absence or lateness may be referred by the instructor to the appropriate dean in the Office of Academic Advising for suitable action. Any student who does not attend classes regularly or who demonstrates other evidence of academic irresponsibility is subject to such disciplinary action as the Committee on Academic Affairs may prescribe, including immediate suspension from the College or from the School of Business.

Students who miss class while acting as duly authorized representatives of the University at events and times approved by the appropriate dean are considered excused. The undergraduate faculties are sensitive to the religious practices of members of the student body. At the beginning of the semester, students who will be absent from class for religious observances should confer with the instructor(s) about the date of the absence. The disposition of missed assignments will be arranged between instructor and student. Students anticipating many excused absences should consult the instructor before enrolling in classes in which attendance and class participation count heavily toward the final grade. For policies pertaining to absences resulting from illness or other
extenuating circumstances please see the statement under the Student Health Service section in this Undergraduate Bulletin.

Auditing Courses
When space is available after the registration of degree-seeking students, others may request permission of the instructor to enter a class as auditors. No additional charge is made to full-time students in the College or the School of Business; for others the fee is $75 per hour. Permission of the instructor is required. An auditor is subject to attendance regulations and to other conditions imposed by the instructor.

Although an auditor receives no credit, a notation of audit is made on the final grade report and entered on the academic record of students who have met the instructor's requirements. An audit may not be changed to a credit course or a credit course changed to an audit after the first official day of classes for each semester or term.

Dropping a Course
Students may drop full term courses through the 26th class day. The last day in each term for dropping a class is listed on the Academic Calendar available at https://registrar.wfu.edu/calendars/. A student who wishes to drop any course on or before this date must follow the procedure prescribed by the registrar.

Course Withdrawal
Students may withdraw from one or more courses from the 27th class day until five days after midterm grades are due. The last day in each term for withdrawing from a course is listed on the Academic Calendar available at https://registrar.wfu.edu/calendars/.

A "W" grade will be recorded on a student's transcript for any course withdrawal during this period. In order for a course withdrawal to be processed, a student must complete a Course Withdrawal Notification Form through the Office of Academic Advising, consult with his or her course instructor, faculty adviser, as well as an academic counselor in the Office of Academic Advising and receive signatures from each. Signatures from the instructor and faculty adviser indicate only that consultation has occurred, not that they necessarily approve of the student's decision. Completed forms are turned in to the Office of the University Registrar by the Office of Academic Advising for processing.

Drop/Add of Partial-Semester Courses
Students adding or dropping classes lasting for shorter durations than the full semester and/or that begin after the opening of the semester may add or drop those classes any time prior to the first class meeting, but instructor's permission may be required. The add and drop period for such classes is proportionate to the duration of the course. Consult with the academic services calendar or the Office of the University Registrar for the enforced add and drop dates.

Independent Study, Individual Study, Directed Reading and Internships
Such work is ordinarily reserved for junior and senior students in the undergraduate schools. Any student requesting approval for such a course must possess a cumulative grade point average of at least 2.0 in Wake Forest courses. All such course requests must be approved by the appropriate department. The academic requirements must be completed during the semester in which a student is enrolled.

The number of credit hours the student registers for in an independent study, individual study, directed reading, or internship course may not be changed during the add period unless approved by the sponsoring faculty member.

Undergraduates in Graduate Courses
In exceptional circumstances, undergraduate students may enroll in Wake Forest graduate-level courses. Such students must have junior or senior status and must obtain written permission from the course instructor, the student's adviser, and the associate dean for academic advising. Typically, undergraduate students will not be allowed to take 600-level classes for credit if the related 300-level class is available; undergraduate students who wish to take a cross-listed course at the graduate level must follow the procedure described above. Graduate programs have no obligation to admit undergraduate students to their courses and do so at their own discretion.