



Santa Clara Law Flex JD Program

Attendance Consideration Request Form

Consistent with ABA standard 308(a), law students must maintain regular class attendance to receive course credit. Students are required to attend at least 80% of the total instructional minutes for each course. A student who falls below 80% of the total instructional minutes for a course will not satisfy the Law School's attendance requirements and may not receive credit for that course. This standard applies to all courses regardless of format, including in-person, hybrid, and online courses. Faculty members may establish additional attendance and participation expectations for their courses. Such policies may include grade reductions or other academic penalties for absences, tardiness, lack of preparation, or insufficient participation. At the faculty member's discretion, a student's grade may be reduced for any absence, regardless of the reason for the absence. There is no "excused" absence; failure to attend required course meetings is considered an absence and subject to academic penalty if the frequency falls beyond the attendance policy allotment. A faculty member's decision to waive a penalty for a particular absence does not exempt that absence from being counted under this policy.

Because of the unique structure of the Flex JD Program and the requirements of the ABA, Flex JD students are subject to additional attendance expectations and considerations. A substantial portion of the instructional time in flex JD courses occurs during required in-person sessions. As much as 40% of the in-person instruction minutes occur during the first residential week held in August for the Fall semester and in January for the Spring semester. In addition, each in-person class meeting typically represents 10% of the total instructional minutes for a course. Consequently, a student missing 1-2 required in-person sessions may place them below the minimum attendance requirement to receive credit for the course. For this reason, students enrolled in Flex JD courses are expected to attend all in-person class sessions.

The law school recognizes that extraordinary and unforeseeable circumstances outside of students' control may occasionally prevent attendance at a required in-person flex JD session. A student seeking consideration for such circumstances must submit an attendance consideration form as soon as possible and provide supporting documentation. Approval of an attendance consideration request is not automatic and is granted only in limited circumstances. Students who receive approved consideration will be required to complete an absence credit recovery plan designed to address the material missed during the affected course sessions. Completion of a recovery plan does not guarantee that attendance requirements will be deemed satisfied.



Santa Clara Law-Flex JD program

Attendance Consideration Request Details

Name:

Email address:

Date(s) of absence and duration of expected absence:

Have you missed any classes yet this semester? If so how many and on what dates:

Professor and courses impacted:

Explanation for the absence (attach any relevant supporting documentation):

Certification: I hereby certify that the information that I have given to support this request for an excuse absence is accurate, and I authorize the Santa Clara Law to verify this information. I recognize that a misrepresentation of a material fact regarding the basis for my request for an excused absence is a violation of the Santa Clara University Code of Conduct.

Student Signature:

Date:

*****Please email the completed form to the Professor and to the Flex JD Program Director at flexjd@scu.edu*****