



SUBJECT: Student Class Attendance

REFERENCE:

1. PURPOSE

To set institutional standard regarding how classroom absences are to be considered by instructors.

2. SCOPE AND APPLICABILITY

All students.

3. DEFINITIONS

Institutional absences include those which result from participation in an activity sponsored by the College such as a field trip or similar class activity.

4. POLICY

The class attendance policy is determined by each instructor and plainly stated to each student in the course syllabus.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

Regular class attendance is necessary for successful academic work.

7. RESPONSIBILITIES AND PROCEDURES

- A. Absences such as those due to illness, death in the family, or similar reasons, must be reported to the instructor. The instructor shall provide an opportunity for the student to make up work missed.
- B. Institution absences are to be approved by the Vice President for Academic Affairs and honored by each instructor. Students absent for such reasons should not be penalized but are expected to make up their work.
- C. It is the responsibility of the student to provide a proper explanation to the instructor for class absences and to make up missed work.



8. CANCELLATION

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000