2530 – Course Attendance

Students are expected to attend all class meetings so that they may fully benefit from the learning experience. Class absences may result in a lower grade and the loss of financial aid.

Faculty will state the attendance policy (as they administer it) in their course syllabus and at the first meeting with the student(s), and they will maintain a weekly attendance record to comply with federal financial aid guidelines.

- The College expects students to attend all class meetings.
- Instructors will state the attendance policy in their course syllabus and review it with the students at the first class meeting. Instructors have the option of making adjustments to this policy, but any such changes will be explained both in the syllabus and in class at the beginning of the semester. Certain departments may have more stringent requirements.
- Instructors will keep a weekly record of attendance to comply with federal financial aid guidelines.
- If absences become excessive, the instructor(s) may notify a student of the student's status and may also contact the student's advisor, coach, and/or Student Support Services personnel to assist the student.
- Although an instructor may recommend that a student drop a class when absences have adversely affected the student's grade, it is the student's responsibility to drop the class, not the instructor's.
- When an absence is unavoidable (e.g., due to extended illness), the student should initiate contact with the instructor(s) who may, in some instances, require verification. Documented absences do not remove the student's responsibility to complete the class work missed.
- When an absence is related to a planned extracurricular activity (such as a field trip, fine arts production, conference, or intercollegiate event), the student and/or the assigned sponsors are responsible for one week's prior notification to the instructor(s). However, in unique situations when an absence is related to an urgent, yet unforeseen, need (e.g. a vehicle breaks down on a return trip to campus), the student and/or the assigned sponsors are responsible for the immediate notification of the students' instructor(s.) Further, if a student is absent from any class meetings because of a college-related activity, the student is required to complete missed class work. Failure to complete missed class work will adversely affect the course grade.
- Arriving late to a class meeting may cause a student to miss important information, and causes a disruption to the entire class. Tardiness may be counted as an absence.
- A student who enrolls late may be asked to complete a Learning Contract with the student's instructor(s) and will be required to make up all required assignments, according to the Late Registration Policy.

Based on policy 1530

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