

# Class Attendance Policy

Principle - Except when officially exempted, students and faculty are expected to attend all classes for which they are registered and assigned. Similarly, faculty and students are expected to meet classes at the scheduled time and to participate for the full period. Frequent tardiness (3 or more) by students and early departures may lead to the assignment of an unexcused absence. Student may be allowed as many unexcused absences as a course bears credit. Instructors should report excessive absences to the Academic Success Center. Absence from class for any cause is a loss to students and maybe harmful to the grades earned for the semester.

Unexcused Absences - Unexcused absences exceeding the number of credit hours for a course can automatically suspend a student from a course. Where courses meet in 80–90 minute blocks, two unexcused absences are allowed for a 3-credit course. Double absences may be charged for unexcused absences that occur on the day before or following a holiday. When a student is suspended from a class for excessive absences, the Dean of Retention and Placement may reinstate him/her after a conference or counseling session with designated college staff.

Excused Absences - Students may obtain an official excuse by presenting the appropriate documentation to the Vice President for Student Affairs. The Provost & Vice President for Academic Affairs must endorse the excuse before it becomes official. Officially excused absences are permissible so long as such absences do not destroy the ability of a student to master course requirements.

Presenting Excuses - Official excuses must be presented by the student to the concerned instructor within seven (7) days of the student's return to class. The presentation of a timely excuse shall entitle the student to an opportunity to perform all class assignments missed. Seven additional days, following the return to class, shall be allowed for student (and the instructor) to execute make-up work. If the faculty does not provide the make-up work in the allotted time, or chooses not to provide the make-up work, then the faculty will not consider the missed work in determining the student's final grade.

## Standards Governing Excused Absences

### 1. Grounds for Issuing Excuses

- a. Illness of student.
- b. Serious illness or death of a family member of a student.
- c. Authorized representation of college.
- d. Legally required court appearance.

### 2. Documentation Required:

- a. Excuses based upon illness require a statement by a physician or the nurse practitioner, which spells out the exact times for which an excused absence is recommended.
- b. Excuses based upon the death of a family member will require verification from a news account, funeral program, or statement from the funeral director involved. A written statement from a parent, mailed to the Vice President for Student Affairs, may be used as proof of a family illness.

- c. Excuses based upon authorized representation of the College should be verified by a published schedule or written statement from the President, Vice President for Student Affairs, or Provost and Vice President for Academic Affairs, depending upon the source of authorization.
- d. Excuses based upon a legally required court appearance should be verified by a copy of the document requiring such appearance.