Class Attendance Policy

Intent:
We recognize the importance of an attendance emphasis, which relates to the specific needs and environment of each course. We recognize the importance of attendance for learning varies depending upon the course structure and goals. Although the students are expected to attend all class sessions, the college recognizes that certain life events may prevent a student from being in a class or laboratory session. This policy is intended to establish reasonable parameters to guide the tension that exists between the college, student, and professor with regard to successfully meeting course and laboratory academic expectations.

Policy:
1. Students are expected to attend all class sessions.
2. Unexcused absences are not tolerated and must be reported
3. Faculty are encouraged to be attentive to students with excessive absences.
4. Students remain responsible for all missed class responsibilities while absent from class due to certain life events that prevent a student from being in a class or laboratory session. The following are considered examples of excused absences:
   a. late registration
   b. incapacitating illness,
   c. serious illness or death in the family,
   d. departmental field trips involving class membership for which proper permission has been obtained by the instructor from the Provost and Dean of the College.
   e. in the event of interruption to their studies to perform U.S. military service or in the event of a summons for juror service.
5. Faculty must include an attendance policy in the class syllabus, which includes a reference to this all-college policy.
6. The course syllabus must clearly state the policy and procedure that the faculty will use for handling any unexcused absences
7. Faculty must provide a mechanism to allow the student to cover the class content missed and make-up assignments for excused absences. The mechanism must be clearly documented in the syllabus.
8. The following table provides a guide for determining when a student has missed more class then is advisable for successfully completing the course. The limit for the number of excused absences is specific to the course type and should not exceed the indicated limit below. A course should not have a more stringent attendance policy.

Recommended per semester limits on excused absences	
TYPE OF CLASS / LAB	*# of Excused Absences*
3&4 Credit 65-min classes	*3 class sessions*
3&4 Credit 81-min classes	*2 class sessions*
3&4 Credit One day a week	*1 class Session*
Once a week Lab	*1 lab session*
All other class/lab types	*No more than 7.5% of total class time*

9. All absences beyond the limit are treated as unexcused.

10. Standard practice for most courses is that students who miss more than the recommended semester-limit in a given course will be subject to a range of penalties as outlined in the attendance policy of the course, including failing the course.
11. If a student violates the attendance policy the faculty must report the absences to the appropriate entity as designated by the Provost in consultation with the Academic Policy Committee

Note: From time to time, students may have a very legitimate reason for requesting an absence that extends beyond those granted in the syllabus (e.g. extended illness) but are not covered by educational leniency. When events such as this occur and the student is not on academic probation, has met class responsibilities, and he or she presents appropriate documentation, professors are strongly encouraged to work with the student to the extent possible.

Procedure:

1. Students are expected to inform the instructor before the absence and make arrangements to make up any missing work before the event.
2. The recommended procedure for students with UNEXCUSED absences in a given course is as follows:
   a. The first absence after the limit will result in the student's name being reported to the Center for Academic Services (CAS).
   b. The second additional absence will result in the student's name being reported to the Academic Dean.
   c. The third additional absence will result in the student failing the course unless they withdraw or gain permission from the Academic Dean to reenter the class after a meeting of the student, professor, advisor and Academic Dean.
3. It is recommended that the professor issue a written warning to any student who exceeds the maximum allowance of missed classes in a course.
   a. The professor should retain a copy of this written warning in personal records.
   b. If any further absences occur, the student will be asked to confer with the Academic Dean/Vice President for Academic Affairs and may be required to drop the course without a refund and with a "W" or "F" grade, depending upon his or her standing at the time of the last absence.

History:

1. Policy format modified on 6-8-07.
2. Policy reviewed for APC on 3-23-11 and again on 3-14-2013, in a faculty forum on 3-21-2013, again by APC on 4-4-2013
3. Policy reviewed by DAC on 3-14-2013
4. Approved at Faculty Meeting on 4-10-2013, amended spring 2014