

Policy V.5001.A, Student Attendance

Purpose

The purpose of this policy is to explain the importance of students attending all classes.

Policy

Students are required to attend all face-to-face or online classes and associated labs. Students are required to pay attention to and participate to all online course and associated lab requirements. Through regular class attendance, students receive benefits beyond the acquisition of information: they gain insight into issues, gain increased understanding of complex topics, frequently experience a change of attitude, and receive other similar benefits. These benefits cannot always be measured or graded because of the limitations of the examination process or the grading system, but they are nevertheless at the very heart of the educational process. For this reason, regular class attendance is deemed an important requirement of success in every face-to-face and online course at the college.

The faculty member keeps an accurate record of each student's attendance. Students who miss class for approved college activities are given the opportunity to do required classwork without penalty. Each faculty member makes his or her other guidelines about missed work and excessive absences clear in the beginning-of-class handouts or syllabus. Students are strongly encouraged to inform faculty members of their absences from class so as to facilitate open communication about class attendance requirements.

Certain departments or programs may be governed by accreditation or certification standards that require more stringent attendance guidelines. Faculty members are made aware of the special attendance requirements by the Department Chair or the Dean.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Procedures

Procedure V.5001.A.a, Student Absences for Religious Holidays

Procedure V.5001.A.b, Military Service

Procedure V.5001.A.c, Shift Workers

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Primary Owner	Deputy Chancellor & College President
Secondary Owner	Provosts
