



ADMINISTRATIVE PROCEDURE

TITLE: Attendance

ADMINISTRATIVE PROCEDURE # 5070 *(was 704 Withdrawals)*

RELATED TO POLICY # 5070 ATTENDANCE

Student Attendance

- A. Regular attendance is an obligation assumed by every student at the time of registration. Leaves of absence of one week or longer for health or personal reasons must be requested from the Dean of Student Services or designee. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.

- B. Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting are considered “no-shows” and the faculty may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, a faculty member may withdraw a student from term length courses at any time for excessive absence through the 6th week of the Fall/Winter/Spring terms, and the 60% point of the class for Summer and courses less than 11 weeks in length.

- C. As a guideline, absence is considered excessive if a student misses three class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus, with the exception of a student who is approved for a disability-related attendance adjustment accommodation.

- D. Absence due to a verified illness, or a disability-related attendance adjustment accommodation, may be accepted as an excused absence for a limited period of time.

- E. Students are expected to notify faculty by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal, or family emergencies should contact the Dean of Student Services or designee.

- F. It is the student's responsibility to officially withdraw according to the procedure listed in 5075AP. Students failing to officially withdraw by the deadline may receive an "F" grade.

Religious Accommodations

The College shall permit any student who is eligible to take a test or examination, without penalty, at a time when that activity would not violate the student's religious creed. The student shall notify the instructor before the religious holiday. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided.

Also see:

- 3410 BP/AP Nondiscrimination
- 5052 BP/AP Open Enrollment
- 5055 BP/AP Enrollment Priorities
- 5075 AP Course Adds, Drops, and Withdrawals

RESPONSIBILITY:

The Director of Records and Registration is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/5/2020 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: