

## **CLASS ATTENDANCE POLICY AND ABSENCES**

Students are expected to attend ALL class sessions. Students are reminded of the importance of regular attendance at class.

Unexcused absences are not tolerated and must be reported. Faculty are encouraged to be attentive to students with excessive absences. 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. Faculty must include an attendance policy in the class syllabus, which includes a reference to this all-college policy.

The course syllabus must clearly state the policy and procedure that the faculty will use for handling any unexcused absences. 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.

The following table provides a guide for determining when a student has missed more class than 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.

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

All absences beyond the limit are treated as unexcused. Extensive absences for whatever reason may lead to the advisability of withdrawal from courses or Academic suspension for the remainder of the semester by the Provost's Office. Students are advised to consult the section of the catalog on withdrawal when they contemplate dropping out of courses or withdrawing from college.

Note: Policies stated in the class syllabus must be followed and students are strongly advised to carefully review the attendance policies in each of their classes.