

C-1d PROCEDURE Attendance

Regular and punctual attendance and participation is required in all credit courses. During the first class session, each instructor will inform students by means of a syllabus/outline of all attendance related requirements, such as being absent, being tardy for class, leaving class early, or missing deadlines/timelines and how that will impact the student in the course. Any class or lab session missed, regardless of cause, reduces the opportunity for learning and may affect achievement. Students are responsible for all content missed, regardless of the reason for the absence. The student will be held responsible for notifying the instructor of any anticipated absences. The instructor has the prerogative to decide whether the student will be permitted to make up work missed during the absence.

The College reserves the right and has the responsibility to obtain a doctor's release when it is determined that a student's absence has been the result of a serious medical problem that might jeopardize the health of the student or other students. Programs involving clinical or off-campus assignments may require telephone notice of all absences. The College has no leave of absence policy for students.

All absences will be recorded.

All attendance regulations will be approved by the Division Dean. The Vice President for Instruction will be informed via the course syllabus/outline.

Adopted Date: 4/20/2010; Revised 5/21/2013