

# Attendance Policies

## *Class Attendance*

Regular class attendance is expected of all students enrolled in the college. It is especially important that students attend the first sessions of each class for it is during those classes that instructors may distribute syllabi and course requirements, and explain what is expected in terms of attendance. Students enrolled in classes that are full *may* be dropped by the instructor if they do not attend the first class sessions. Students on a course waitlist should also attend the first class meeting to avoid being dropped.

The attendance policy for each course is established by the instructor and communicated to each class, ~~preferably~~ in writing. Attendance policies will be reasonably related to course objectives, the requirements of institutional reporting and legitimate absences. Instructors are responsible for maintaining accurate attendance and scholarship records.

While it is the responsibility of instructors to communicate attendance policies and to apply them equally to all students, it is the responsibility of students to know the policy in each of their classes and to be aware of their current attendance status. Students who have been absent from a class should notify the instructor of the reason for the absence. Absence in no way relieves students of responsibility for work missed. Excessive absence may result in the student being dropped from the course. After drops of first day absentees and waitlist absentees, instructors may drop a student from a course when absences number the equivalent of two weeks of class recorded from the first day of instruction. ~~If particular circumstances warrant and can be justified academically, faculty members may drop students after less than two weeks of absences.~~

Instructors may give consideration to excusing students from classes to participate in scheduled college activities; e.g. athletics, music, field trips, etc. The student must make arrangements in advance to make up the work to be missed.

Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. Non-attendance does not release the student from this responsibility.

*[Language to be deleted is in strike-out and red. New language to be used is in green underline.]*