

3.30 Student Attendance Policy

Students expected to attend all classes. An excuse of absence is required for a student who does not attend in classes due to personal or family health reasons.

3.30.1 Policy

- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Injury or Illness that is too severe or contagious for the student to attend class.
- Injury or illness of three or more days. For injury or illness that requires a student to be absent from classes for three or more business days, the student should obtain a medical confirmation note from his or her medical provider. The medical confirmation note must contain the date and time of the illness and medical professional's confirmation of needed absence and it must be from a certified hospital.
- If needed, the student must provide additional documentation substantiating the reason for the absence with the filled form of absence that is satisfactory to the instructor, within one week of the last date of the absence.
- Each faculty member will refer to the attendance policy, which will be stated in the course syllabus and shared at the first-class meeting. Certain courses may have more stringent attendance policies. Students should be aware of differences and plan accordingly.
- When the number of absences exceeds 15 % with no excuse of the scheduled classes, the faculty may issue a failing grade (DN), the student can use the retake available hours to replace the DN with R.

3.30.2 Procedure

1. The student is responsible for providing satisfactory evidence to the instructor concerning the reason for absence.
2. If the instructor does not accept the student's excuse the student can take the case to the Department Head.
3. Faculty member will keep a weekly record of attendance for each student.
4. When an absence is unavoidable, a student should contact the instructor or the Department Head. Documentation may be required. Students are liable for the work missed and must plan to complete the incomplete work. Instructors are not required to make exceptional arrangements for students who have missed a class.