

Attendance

Students are expected to attend all lecture and laboratory sessions and participate in all electronic forums in courses for which they are registered. Absences interfere with the students' progress and reduce the quality of classroom interaction. Instructors will record students' first day of attendance in a course. Instructors are required to report all students who never attend a course prior to the 10 percent date of the course. Students who never attend a course will be removed from the course. Instructors may elect to drop students whose absences exceed 5 percent of all scheduled contact hours for the course. Absences are counted from the first class meeting of the semester. ([Procedure 3.01.30](#)) ([Procedure 3.01.38](#))

Students who miss class due to participation in an official college function must notify the instructor prior to the absence. (An official college function is one that has been approved by the executive vice president.) Under normal circumstances, the absence should not result in the students' total absences exceeding the maximum allowed by the course syllabus. If, however, the absence would result in a violation of the class attendance policy, then students must obtain written approval from the class instructor in order to be eligible to participate in the official college function. ([Procedure 3.01.37](#))

Attendance requirements for each class are found in the course syllabus. In addition, rules governing tardiness and leaving class early are addressed in each instructor's addendum to the syllabus.