

# **CATALOG ADDENDUM**

Catalog 2017-18

CATALOG REVISIONS

Re: Attendance Policy

## Edited version of Attendance Policy

### **Attendance Policy**

Student success in college is dependent upon full participation in class activities. Because classroom activities are intended to help students learn, it is expected that students will attend all class meetings and activities. Students are expected to be on time for each session and/or log in regularly, have the required textbook and materials, and make satisfactory progress in the class. If students must be absent, they should make arrangements in advance with their instructors. Students are responsible for notifying instructors of any absence.

Withdrawal from a course may affect a student's financial aid. It is the student's responsibility to attend and actively participate to make sure they maintain financial aid eligibility.

#### Procedural Clarifications:

All instructors will maintain attendance as required for reporting. For lecture/blended courses:

- Excessive unexcused absences are defined as missing more than 20% of the total scheduled meeting times for the course.
- Students who have missed more than 20% of the total scheduled meeting times for the course and are not passing will be withdrawn by the instructor.

#### For online courses:

- Students must actively participate by submitting an academic activity at least once per week.
- Students who are not actively participating, missing more than 20% of the course and who are not passing will be withdrawn by the instructor.
- Simply logging in to the online course does not meet the requirement for active participation.

#### For students only in online courses:

- Students are required to actively participate by submitting an academic activity. Students who do not actively participate for 14 consecutive days risk losing all or part of their financial aid.

If a student is withdrawn by the instructor a "WT" (withdrawn by teacher) will be recorded on his/her permanent record. An instructor cannot withdraw a student who is regularly attending for below average performance. A faculty member cannot withdraw a student after the published last day to withdraw. Any exceptions to this policy must be approved by the Dean.

Students who want to withdraw from the course may do so before or on the published last day to withdraw.

Student absences for approved college activities will not accrue as excessive unexcused absences. Students will be allowed to make up work missed as a result of college approved activities. Students will make up work before the absence or within one week after returning to class. Students will check with each of their instructors prior to the absence to arrange for makeup times. Activity sponsors will publish a timely list of students who will be absent because of an approved college activity.

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