A. Purpose

To state the expectations concerning student attendance and establish procedures concerning student withdrawal and instructor withdrawal.

B. Background

It is expected that each student will attend every scheduled class for which he/she is scheduled. Certain unavoidable circumstances may, however, compel them to be absent from class. These procedures should clarify for students what is expected of them by way of regular attendance and what they can expect if they fail to attend regularly or maintain contact with their instructor when absences are unavoidable.

C. Responsibility

1. Students are responsible for attending all classes for which they are registered.

2. Students are responsible for contacting their instructor when unavoidable absences occur and for maintaining contact every few days during any necessary extended absence.

3. Students are responsible for all material covered in each course for which they are registered. Absence from class does not relieve students from the responsibility for the performance of any part of the course work.

4. Instructors are responsible for keeping accurate records of student attendance in all their classes.

5. Instructors are responsible for notifying the students, in writing, their course attendance requirements.

6. If the student fails to meet attendance requirements, the instructor may initiate a withdrawal. Attendance requirements must be stated on the course syllabus.

D. Procedures

1. Once a student has enrolled in a class and paid the required tuition and fees, the student may maintain membership in that class until one of the following occurs:
Policy 4-15
Attendance

Effective: 3/22/10
Supersedes: 4/15/97

2 of 2

a. Student Withdrawal

The student officially withdraws (this constitutes student withdrawal and is effective as of that date.)

b. Instructor Withdrawal

The student fails to maintain the attendance requirements established by the instructor.

2. Students who want to withdraw from the College or a specific course should meet with a faculty advisor and obtain the appropriate instructor’s signature.

3. Any withdrawal from the end of the drop/add period through the completion of 70 percent of a course’s length will result in a grade of "WA" (Withdrawal). Courses in which grades of “WA” have been assigned must be repeated in their entirety in a subsequent term before credits can be awarded to a student.

4. Courses may be dropped at any time during the period for drop/add. Courses dropped during this period will not appear on the student's record.

5. When “WA” appears on the student's transcript, it is not considered as hours attempted in the cumulative grade point average.