



## **BOARD POLICY NO. 206**

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**TITLE:** Academic Attendance Policy

**DATE REVIEWED:** February 20, 2024

**EFFECTIVE DATE:** February 20, 2024

**SUPERSEDES:** August 18,2020

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### **Purpose:**

This policy establishes the guidelines for student class, clinical, laboratory, and studio session attendance and is the only student attendance policy which is to be used by the College.

### **Goal:**

Requiring students to attend and participate in class will enable them to realize their personal potential while fulfilling their responsibilities to their peers, instructors, and the larger community.

### **General Attendance Requirement:**

Students are required to attend and participate in all class, clinical, laboratory, and studio sessions for the full duration of each instructional session. Faculty are required to record student attendance. Grade penalties for absences will be imposed when a student exceeds a ten percent (10%) absence rate and may not exceed ten percent (10%) of a student's final course grade.

All Faculty will distribute their syllabi at the beginning of the semester, which include attendance and participation requirements, as well as policies for late submission of assignments and make-up work. Faculty must adhere to the ADA accommodations from the office of Student Support and provide allowances for Jury Duty and Military duty.

It is the student's responsibility to be aware of and follow specific course and program requirements regarding attendance, participation, and assignment submissions. In case of absence, students are responsible for communicating with instructors to make reasonable arrangements for the completion of course requirements, as indicated by the syllabus, with the knowledge that not all assignments may be eligible for extension.

Faculty application and utilization of the attendance policy may be subject to review by the division dean.

**Dissemination of Attendance Policy to Students and Faculty:**

A copy of this Board policy will be included in the College Catalog.

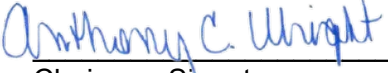
**Appeal Procedure:**

Appeals of grades affected by this policy may be made using the most current grade appeals process.

**Special Note for Students Receiving Financial Aid and/or Veterans Aid:**

Attendance will be reviewed by Financial Aid and Veterans Aid programs, and benefits will be contingent upon compliance with the program's regulations.

 02/21/2024  
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President's Signature                      Date

 02/21/2024  
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Chairman Signature                      Date