Attendance Policy

Students are required to attend all class, clinical, laboratory, and studio sessions for the full duration of each such instructional session.

Faculty are required to take attendance, and grade penalties for absence will be imposed when a student exceeds a ten-percent absence rate, not to exceed 10% of the final grade.  However, class participation may be considered a separate grading component according to individual instructors’ syllabi.  Additionally, students are responsible to be aware of and follow specific program requirements regarding attendance and participation.

Instructors will distribute their attendance and participation expectations at the beginning of the semester, and it is the student’s responsibility to understand and adhere to the expectations for each course.  Faculty expectations for student attendance and participation are subject to review and approval by the appropriate division Dean.

Students are responsible for communicating with instructors to make reasonable arrangements for the completion of course requirements not completed due to absence.

**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.