

STUDENT ATTENDANCE GUIDELINES

Class attendance and participation are essential to student success. Student absences will be recorded from the first day the class meets. For online classes, student participation is crucial to verify attendance. The faculty will provide a course syllabus and expectations outlining student attendance and participation.

In case of absence, it is the student's responsibility to contact the faculty member prior to the absence. The student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the faculty member and should do so immediately on returning to class.

Communication between the student and faculty member is most important, and it is the student's responsibility to initiate such communication. The faculty member will determine, based on policies outlined in the course syllabus, whether the student will be permitted to make up work or not, and, if applicable, will decide on the time and nature of the makeup.

A student who stops attending class for any reason should contact the faculty member and the Admissions office to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course.