

Policy Number: 05.004  
Policy Title: Attendance Policy  
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Responsible Parties: Registrar and Instructors  
Governing Body: Faculty Assembly  
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## Attendance Policy

Class attendance is strongly recommended. It is the expectation for all students to attend all classes regularly to ensure that they may benefit from continuous instruction.

Instructors are required to track daily attendance in all classes.

A student may be removed from a class that they do not attend during the schedule-adjustment period of any term when notification of intent to take the course is not given to the instructor by the end of the schedule-adjustment period. (This will not apply to students who have been approved for a leave of absence.)

A student may be removed from all classes if they do not attend any classes during the schedule adjustment period of any term when notification of intent to take their courses is not given to the instructors by the end of the schedule adjustment period. (This will not apply to students who have been approved for a leave of absence.) The student may be considered a “no show” and may be administratively withdrawn from school.

A student will be removed from all classes and withdrawn from school if they do not attend any classes for two consecutive weeks (a week is defined as above, unless on an approved leave of absence). The student’s last date of academic attendance will be presumed to be the class day immediately prior to the reported absences. If the student does not attend any classes during the first two weeks of the term the student will be considered a “no show” and will be administratively withdrawn from school.

Students who have been administratively withdrawn for non-attendance will have to apply for reinstatement (see Reinstatement Policy).

Instructors will receive official notification from the Registrar’s Office of all students who are approved for withdrawals and medical, personal, and academic leaves of absence. If a student informs a faculty member that they will be absent for any of these reasons, but there has been no official notification from the Registrar’s Office, the faculty member should report the student’s announcement to the Registrar’s Office so the registrar can ensure that the appropriate paperwork is completed.

### **Accommodations for Religious Holiday Observances**

It is the responsibility of the student to seek accommodations for religious observances during each term. Students must inform their instructors in writing within the first two weeks of each quarter of their intent to observe the holiday, even when the exact date of the holiday will not be known until later. When alternative arrangements for missed work are possible, they should be made at the earliest opportunity prior to the observance of the

holiday with the instructor of record of each enrolled course affected by the student absence.