

## **5000.0**

### **Class Absence Procedure**

#### **Attendance**

Each instructor or department shall include a copy of their attendance policies in each course syllabus and distribute it to all students in their classes at the beginning of each course. Adopted attendance policies shall be announced to and clearly understood by the classes affected.

The District recognizes regular class attendance on the part of the student as a major contributor to student success and expects students to attend class regularly.

#### **Anticipated Absences**

All anticipated absences incurred in representing the District in field trips, college related sports activities, or other official capacities will be reported by the activity sponsor (staff, administrators, faculty) to all instructors one week in advance of class meetings to be missed, when possible. Each instructor will be made aware of student absences for college-related events.

#### **Class Absences**

Excessive absences may affect a student's course grade due to lack of attendance. A student is obligated to make up any/all work missed and must contact each instructor for make-up assignments. Special circumstances may include medical reasons, religious holidays, funeral of an immediate family member, jury duty, military, and college sanctioned events.

#### **Excessive Absences**

Each instructor will distribute an attendance policy statement, defining excessive absences, the first week of classes each semester. These will be approved by the appropriate Dean to assure no conflict between individual attendance policies and college policy; copies will be on file in the instructor's school office. Students are responsible for understanding the attendance policy (including procedures for making up missed work) of each of their instructors.

Excessive time missed from class may result in a student being unsuccessful in the course.

When, in the opinion of the instructor, absences have placed a student in potential academic jeopardy, the instructor will submit a CARE Report that will be received by the Dean of Students. An instructor may initiate discussion to determine the advisability of the student's dropping or continuing the course in which excessive absences have occurred. A faculty member can temporarily remove a student from class or laboratory for disruptive or unsafe behavior, that is, for actions which interfere with the orderly conduct of the session, or which threaten bodily harm to others. All such cases must be referred immediately to the student's Academic Dean, which may result in the implementation of the Student Code of Conduct process, as outlined in procedure 5000.5.

Adopted: January 23, 2024

Reviewed:

Revised: