

TITLE: ATTENDANCE POLICY

Punctuality and regular attendance are indispensable to success in any human endeavor, and class work in college is not an exception. During the first week of classes, each instructor will announce and provide in writing the attendance requirements for that class. Each instructor keeps an accurate attendance record of the students enrolled in the class and reports excessive absences to the Dean of Students throughout the semester. Excessive absences incurred by veterans receiving educational benefits will be reported to the Veterans' Administration as will those of students attending college under other programs requiring attendance reports be reported to the sponsoring agency.

Absences exceeding 1/15th of total class hours will be considered excessive.

Date of Adoption: 10/30/84

Revised: 1/29/92, 4/30/13