

**TITLE: STUDENT ABSENCES**

1. When a student has permission and is an official representative of the college, absences are listed as official and permission is granted for the student to make up studies within two weeks.
2. Absence and tardiness caused by factors beyond the student's control may be excused by the Dean of Students, with appeal available through the Student Personnel Committee, and the student may be permitted to make up studies within two weeks.
3. It is the personal responsibility of students who have been absent from classes to arrange makeup work with the instructor within three days after the absence has occurred. Students should endeavor to arrange for this make-up work during the office hours of the instructor. All makeup work must be completed two weeks after the student's return to class.
4. Any student who registers late for a course may have already been absent from class meetings. Such absences are to be reported by the instructor. Rules governing such absences are the same as for any absence during the school year.

Date of Adoption: 10/30/84

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