

STUDENT ATTENDANCE

AR 3270

Excessive Absence

Class hours of absence are considered excessive when they total more than the number of hours a full-term class meets during each week of a 16-week semester. This applies proportionately to short-term day, evening, summer, wintersession, and weekend classes. For example, if a student is absent for more than three hours in a summer class that, when scheduled as a full-term class during a fall or spring semester, meets for three hours per week, the student's absence can be considered excessive, irrespective of the number of class meetings missed.

Excessive absence from class as defined in the above paragraph will constitute reason for an instructor to drop a student from that class. However, it is the student's responsibility to officially withdraw from classes by published deadlines to avoid failing grades.

For online classes, absence is defined as failing to turn in homework, post messages, maintain email contact with instructor or otherwise complete required activities as noted in the course syllabus.

Attendance at First Class Meeting

Students who do not attend the first class meeting may be dropped and their seats filled by other students. If a student is unable to attend the first class meeting, it is his/her responsibility to notify the instructor personally or in writing.

For online classes, students may be dropped who do not complete the required orientation OR contact their instructor by the end of the day published as the start date of the class.

Revised: August 2007

Governing Board: August 6, 2007