



Attendance

Students are expected to attend all scheduled class and examination meetings. Students are also expected to maintain satisfactory progress in each of the classes in which they are enrolled. Thus, whenever absences become excessive and minimum course objectives cannot be met due to absences, the student may, after consultation with and approval of the appropriate Dean/Director, be withdrawn from the course. If a student is withdrawn by the instructor for excessive absences, a “WT” (withdrawn by teacher) **may** be recorded on the student’s permanent record. Instructors are responsible for clearly stating their attendance policy or administrative withdrawal in the course syllabus and it is the student’s responsibility to be aware of those policies. Individuals not enrolled in a class are not permitted to sit in the classroom while the class is in session without permission from the Dean or Associate Dean. Faculty members are required to take attendance and anyone not on the class list will be asked to leave the classroom. The only exception to this procedure is for specially trained interpreters necessary for disabled students.

A WT may be appealed to the Vice President CTE Programs/General Education-Health Sciences pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

Instructors will be required to take attendance for all class offerings as follows:

1. Traditional Method – Attendance will be taken for every face-to-face meeting day scheduled.
2. Online Method – Attendance will be taken once a week and include the last day of the course.
3. Hybrid Method – *As with traditional courses, all hybrid courses will take attendance on every face-to-face meeting day scheduled.

*If a hybrid course does not meet face-to-face within a week, the online method should be followed.