

## Attendance

Students are expected and encouraged to attend each scheduled class. Absences and tardies will become a part of the student's record through the work ethics grade (detailed in the catalog section on Work Ethics Procedures). It is recognized that there may be times when a student will not be able to attend class. In such cases, it is the student's responsibility to make arrangements with the instructor concerning the completion of work missed. All make-up work will be at the discretion of the instructor, under the guidelines of the work ethics policy and procedures.

A student may be dropped from a course in which the number of his or her absences, whether excused or unexcused, exceeds 20 percent of the total number of course meetings in the semester, according to the following guidelines:

<b>Fall and Spring Semester</b>	
Number of course meetings per week	May be dropped if absences exceed
1	3
2	6
3	9
4	12

<b>Summer Semester</b>	
Number of course meetings per week	May be dropped if absences exceed
1	2
2	4
3	6
4	8

If there are extenuating circumstances, the teacher's discretion will be considered in the final decision for an exception. The grade of withdraw passing (*WP*) or withdraw failing (*WF*) will be assigned after the midpoint of the semester. The grade of *WP* is given only to students with extenuating circumstances.

Health Sciences programs and all online or hybrid courses have attendance guidelines specific to those methods of instructional delivery. These guidelines will be detailed in individual course syllabi for Health Sciences and for online/hybrid courses.