ATTENDANCE (PROCEDURE)

Students are required to attend classes regularly. Instructors will submit attendance online weekly to the end of the semester. If a student wishes to be excused from a class, it is the student's responsibility to clear the absence with the instructor. At that time the student must arrange for a make-up assignment. However, an excused absence is the same as an absence until the student has completed work equivalent for being in class. Once the make up assignment is completed, the instructor will then change the absent to present. A student may be dropped from a course after three consecutive absences and will be dropped by the Registrar after five total absences.