ATTENDANCE (POLICY AND 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 to 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.