

CHANCELLOR'S PROCEDURE FOR POLICY
809.01: ATTENDANCE

1. The attendance policy should address student absences, student responsibilities and appeal rights, and instructor responsibilities.
2. The attendance policy should define attendance for all modes of instructional delivery.
3. The attendance policy must be in writing and published in appropriate college documents including, but not limited to, the *College Catalog*, the *Student Handbook*, each course syllabus, and the College website.
4. Each institution must have an attendance verification process. Instructors must submit to the appropriate college official, by the College's established deadline, the names of students who have never attended.
5. The institution must ensure that an instructor's absences are not counted as student absences.
6. Individual courses may have specific attendance requirements that must be communicated in writing in the course syllabus and orally on the first day of class.
7. Certain financial aid programs may have specific attendance requirements that must be communicated to the student by the financial aid office.
8. Each institution must develop its own policy related to excused absences due to documented extenuating circumstances and college sponsored activities. Verified active military and jury duty must be considered excused absences.
9. Provisions for makeup work, if allowed, must be outlined in the course syllabus.
10. Each institution must develop a policy for unofficial and/or administrative withdrawals which includes an appeal process.
11. Grades must not be based on attendance, rather each institution must ensure that course grades are based solely on the demonstration of the understanding of principles and concepts, or the successful application and performance of skills and competencies related to course content.