

### **3351:1-30-03.15 Procedure on Attendance**

#### **(A) Introduction**

1. The College strives to provide every student with a successful and positive educational experience. The ability of the College to provide a quality education and help students excel depends on attendance. As part of that effort, the College hereby establishes a procedure to address class attendance and the makeup of any missed course materials or assignments.
2. The College recognizes that regular attendance at all classes is an essential part of its academic purpose and is the sole responsibility of each individual student. Each student is accountable for all work missed because of absences from class.
3. In this procedure, “days” means weekdays other than College holidays, winter leave days, or days the College is closed due to weather, emergency or other reason.
4. Missed classes based on religious observances is a separate procedure and a Student should review the Religious Accommodation Procedure 3354-1-60-04.1 for more information.
5. Missed classes or assignments for pregnant or parenting students is a separate procedure and a Student should contact the Office of Institutional Equity to discuss accommodations.
6. This procedure does not affect a student’s right to file a grade dispute or participate in any other complaint procedure.
7. This procedure is for student absences related to College sponsored, hosted, or sanctioned activities.
8. For the purpose of this Procedure on Attendance, “Student and Student Athlete mean:
  - a. Student – A person who has applied, registered or is taking credit or noncredit courses at the College, either full time or part time, to pursue training, certification, undergraduate or professional studies.
  - b. Student Athlete – A person who has applied, registered or is taking credit courses at the College, full time, to pursue training, certification, undergraduate or professional studies and participates on one of the College’s athletic teams.

#### **(B) Absences from Class**

1. There are no officially “excused” absences at the College.
2. Each student is accountable for all work missed because of absences from class, and instructors are under no obligation to make special arrangements for students who are absent from classes.
  - a. The College has requested all faculty explain their individual or departmental attendance policy during the first-class meeting and in their course syllabus. Excessive absences, as determined by the individual instructor, must be communicated to the Student at the start of the course and before the Student is in danger of not successfully completing the course.
  - b. Certain academic programs may not lend itself to allowing multiple absences, such as lab hours, clinical hours, or live-action trainings.
3. A Student is expected to provide advance notice for any known absences within a reasonable amount of time. Any changes in a student’s schedule are the student’s responsibility to inform the instructor and to discuss how they will complete missed assignments, tests, etc.

- a. A Student should provide the dates of anticipated absences, the reasons, and the plan for making up any missed work.
- b. Examples of modifications to course deadlines that can be made include:
  - i. rescheduling an exam or giving the student a make-up exam,
  - ii. adjusting a due date
  - iii. assigning make-up work that is no more difficult than the original assignment.
  - iv. Accommodations that involve an alternative examination time or date must be provided in a comparable format and difficulty to the examination given to the entire class

(C) Student Athletes

1. The College affirms its support for Student Athletes as they pursue success in the classroom and in the sport in which they represent the College.
2. Instructors should make a good faith effort to accommodate the athletic schedule of Student Athletes so long as it does not create inequities in the classroom, it does not create an undue hardship, or would fundamentally alter the nature of the program or course in question.
3. Student-Athletes are not permitted to miss class for practice unless it is in conjunction with athletic travel for competition.
4. Student Athletes may have a schedule which is not published at the start of a course and/or a Student Athlete may need to miss more class days than the instructor has indicated is an acceptable amount of absences for success in the course (i.e. excessive absences).
  - a. The Athletics Department at each campus will advise instructors when they have a student-athlete in their course and the current athletic schedule for that student's sport. However, the Student is responsible for communicating any changes in the athletic schedule.
  - b. Instructors are to acknowledge in writing that they are aware of the Student Athlete's competition and travel schedule.
  - c. If the instructor has an issue at the time they are made aware of the Student Athlete schedule, they should discuss the concerns with the Student. The Student Athlete is to immediately meet with their Campus Athletics Manager and determine how to proceed with his/her schedule.
  - d. A published athletic schedule is subject to change because of weather, changes in opponents, rescheduling or other reasons outside of the Student Athlete's control.

(D) Grievance Process

1. If a Student disagrees with the determination for modifications or accommodations approved by an instructor, the Student must initiate the matter through email with the Dean of Academic Affairs at the faculty member's campus of record, within 48 hours.
  - a. It is the Student's responsibility to make sure that they do not miss course deadlines, assignments, or tests before they initiate the Grievance Process or during the Process, itself.

- b. Any determination through the Grievance Process will not retroactively apply through the start of the course.
2. The Dean of Academic Affairs will meet (either virtually or in- inperson) with the student, listen to the facts and circumstances surrounding the grievance and provide a response to the student prior to the date the modification was to begin, if practicable.
3. The Dean of Academic Affairs should meet with the faculty member and/or the Athletic Director of his/her designee, and review the course syllabus, the Student's academic goals, any licensure requirements, the athletic schedule, or any other relevant documents to make a determination.
  - a. This decision will be final.
  - b. The Dean of Academic Affairs will send a courtesy copy of the decision to the Athletic Director and the Campus President.

Effective date: January 10, 2025  
Procedure amplifies: 3354:1-30-03