

# Class Attendance

Students are expected to attend all class periods for the courses in which they are enrolled. They are responsible for conferring with individual professors regarding any missed assignments. Faculty members are to provide absence notification through the Early Alert System which informs the academic advisor, Director of Student Success, and the Provost when a student misses the equivalent of one, two, three, and four weeks of class periods in a single course. Under this policy, there is no distinction between “excused” and “unexcused” absences, except that a student may make up work missed during an excused absence. A reminder of the College’s attendance policy will be issued to the student at one week, a second reminder at two weeks, a warning at three weeks, and notification of administrative withdrawal and the assigning of an “AW” grade at four weeks. Students who are administratively withdrawn from more than one course will be placed on probation or suspended (see Academic Probation and Academic Suspension).