

5150 Absence From Class

- A. Any student who fails to attend any class session during the first three sessions of the class at the beginning of a term may be dropped from that class unless the student has advised and obtained an absence approval from the faculty member. The foregoing statement will be read by every faculty member to every class at the first session and for as many subsequent sessions as the faculty member feels to be necessary.
- B. A faculty member shall mandatorily drop a student from a class when the student's absences, prior to the end of the fourth week of the semester, exceed two weeks of class time (i.e., 2 x the number of times the class meets per week throughout the semester). After the fourth week, the faculty member may dismiss a student from class when at any time during the semester the student's absences for any reason reach three times the number of times the class meets per week prior to the last day of the fourteenth week of the semester. No drops will be allowed from a credit class after the last day of the fourteenth week of the semester; a grade must be issued.
- C. For summer intersession, short-term, irregularly scheduled classes, or positive attendance, the faculty member shall mandatorily drop a student when the number of absences exceed 1/6 of the scheduled class hours before the census date. After the census date, or where the class does not have a census date, the faculty member may drop a student when the number of absences exceed 1/6 of the scheduled class hours. No drops are allowed after 75% of a credit class has been completed; a grade must be issued.
- D. Students who will be absent from any class or classes for three days or longer for a health reason or for other personal emergencies are advised to notify the Office of Guidance and Counseling.
- E. Any student dropped from class because of this regulation may file a general petition within five school calendar days of return to class if the student feels there are extenuating circumstances beyond his or her control which justify remaining in class. Such appeals will be forwarded to the instructor to determine if the student's academic progress warrants special consideration.

Adopted 7-02-85
Amended 5-02-89



POLICY 5150
ACSEN

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Amended 2-02-93