

ATTENDANCE

Policy:

Pearl River Community College expects regular and punctual attendance of all students.

Procedure:

Absences –

- A. Regular semester day and all night classes - Academic and technical students missing a class more than twice the times it meets in a week during a semester will be dismissed from that class due to excessive absences. Career students enrolled in a "shop class" will be allowed a maximum of six absences during a semester.
- B. Summer day classes - Academic and technical students are allowed only two absences during any four week term. Career students enrolled in an eight week "shop course" are allowed four absences.
- C. Weekend classes - A student should not be absent from any part of a weekend class. Only in extreme circumstances may a student be excused by the instructor for missing any portion of a weekend class session.
- D. Other classes - A student may not be absent more than twice as many times as the number of semester hours of credit conveyed by a course. An absence is defined in this case as missing fifty (50) minutes of a lecture (or equivalent) class, or missing one hundred (100) minutes of a laboratory, shop, activity, or field type of class.
- E. An instructor may propose a stricter rule for absences from a class if approved by the instructor's immediate supervisor and by the next level of administration.
- F. The absence rule for any class must be included in the course syllabus provided to all students at the first meeting of the class.

Attendance –

- A. To pass a course, a student is required to take all tests scheduled by the instructor and satisfactorily fulfill the performance objectives of each course.
- B. If a student has to miss class, on the day the student returns to class, he or she has the responsibility of contacting the instructor in order to schedule any make-up work.

- C. A student may make up work missed if valid reasons for missing, such as illness, accident, or other extenuating circumstances are accepted by the instructor. A student has one week after returning to class to schedule make up work unless circumstances indicate that extra time is needed. Regular scheduled tests and examinations missed without a valid reason will be recorded as a grade of zero.
- D. Students will be informed of those programs which may have specific attendance requirements mandated by external agencies and/or program guidelines.
- E. After a student cuts out of a class he/she cannot be readmitted to that class without permission from the instructor.
1. A request for a hearing with the instructor must be made one (1) day after the student has been informed by the instructor that he/she has been dropped from class due to excessive absences.
 2. Readmission to class will be determined based on reasonable evidence presented to the instructor. Therefore, students requesting a hearing should be prepared to show proof to support their argument for excessive absences, i.e. a doctor's excuse, etc.
- F. School business will not be counted as an absence from class. The names of students to be excused will appear in the Friday Report. Faculty and staff members responsible for activities requiring students to miss school must report the absences to the appropriate person before 9:00 a.m. Thursday after an absence for school business.
- G. A record of class attendance will be kept beginning with the date of the first class meeting.
- H. Instructors should turn in "cut-out" forms to the admissions office no later than Thursday at 3:00 p.m. of the following week.
- I. Three tardies will count as one absence. A tardy of fifteen minutes or more will be considered an absence. A student leaving any class without official dismissal will be counted absent.
- J. An instructor of a distance education course will record attendance in a grade book. A distance education student is classified as current, active, inactive or dropped/withdrawn with the last date of attendance recorded. These categories are defined as follows:
current – Contact is being made on a regular basis and student is current in all assignments.
active – Contact is being made on a regular basis; however, the student may be behind in submitting his/her work.
inactive – Contact has been lost with the student.
dropped (withdrawn) – Student dropped the course and documentation submitted by student is confirmed.
- The last date of attendance (LDA) for an inactive student or a dropped student will be the last date of contact with the student.

The instructor should download a copy of his or her class roster at the end of the sixth week. This report will be complete with dates indicating if the student is active, inactive, current, withdrawn, or dropped. The last date of attendance (LDA) will be shown. The student's attendance status is determined by the instructor and supported by the email logs, assignment and test columns, verification of log-in and log-out times, time spent in a particular unit or other part of online courseware, time spent in chats and online discussion.