

ADMINISTRATIVE PROCEDURE No. 3111

Title: Attendance Procedure

Date Adopted: 21 May 2009

Date Revised: 5 September 2018

Date Reviewed: 5 September 2018

References:

1. All instructors must submit all of their course syllabi for that term before or on the first day of instruction. Course syllabi must include the attendance policy for the course.
2. A student is responsible for informing the instructor directly or indirectly through the instructional coordinator or division/campus secretary if he/she will be absent as indicated in the instructor's syllabus. The IC or secretary who receives this communication must keep a written log.
3. The student is responsible for any missed course work (neither the instructor nor COM-FSM bears responsibility).
4. Under the conditions described in an instructor's syllabus, an instructor may (not must) withdraw a student.
5. Instructors will be informed of this policy through the college catalog, college website, course outlines, and during division meetings.
6. Students will be informed of this policy through the college catalog, college website, orientation, and course syllabi.

See Board Policy 3111