

Catalog Statement

Excused Absence Policy:

Instructor policies govern what absences will be excused, how many excused absences will be allowed, and how missed work will be made up, if permitted.

Students must notify the faculty by no later than the end of the Drop-Add period the first week of the semester of potential scheduled absences and determine with the faculty if acceptable alternative methods exist for completing the missed classroom, lab, clinical/field, or other required activities. This allows students to drop the course if it is determined that missed academic activities cannot be rescheduled or that the absences would prevent adequate mastery of the material.

Students cannot presume that scheduled, rescheduled, or unforeseeable absences will be excused by their instructor. Since instructor policies govern whether an absence will be excused, students should consult with their instructors regarding attendance policies.

Faculty Handbook Statement

Faculty are strongly encouraged to publish as part of the course syllabus and/or discuss during the initial class session their attendance policies, including any mandatory, unrepeatable components of the course, and the expected procedure for requesting and obtaining approval for scheduled absences.