

Student Attendance	Procedure Number	633
	Effective Date	November 1, 2019

1.0 PURPOSE

2.0 REVISION HISTORY

Adopted on:
 July 1993
 Revised on:
 September 2014
 October 2019

3.0 PERSONS AFFECTED

Students and faculty

4.0 DEFINITIONS

5.0 PROCEDURES

The College’s expectations regarding class attendance are established to provide minimum standards as a basis for policy and procedure implementation.

Students are expected to attend class sessions or other activities assigned as a part of a course of instruction. However, students have the right to fail a class and lack of class attendance can contribute to that failure. Faculty members are responsible for maintaining appropriate attendance records and will supply students with a syllabus at the beginning of the course, which identifies attendance expectations.

Students should confer with faculty in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with faculty immediately upon return in order to make necessary arrangements.

Instructors must certify their rosters by the certification roster due date listed in the Academic Catalog (i.e., Academic Calendar). The certification roster is used to identify students who have never attended.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	July 1993
Ratified by:	PTC Policy Review UA-PTC Policy Review Dr. John Lewis	September 2014 January 2019 October 2019

Recommended by Chancellor (Signature)		
UA Policy Alignment		

