The College has established standards for class participation and attendance by the student.

**Traditional Courses**

All students enrolled in the courses with traditional formats are expected to attend all classes because regular attendance and regular application constitute the two most significant factors that promote success in college work. Until midterm during fall and spring terms, any student absent from any class for more time than that class meets in any one week may be withdrawn by administrative action (AW grade).

During the summer sessions, similar action may be taken if a student is absent from any day class for more than two times in Term A or Term B or for more than three times in Term C. Any student absent from any evening class for more than one evening in Term A or Term B or for more than two evenings in Term C may also be administratively withdrawn.

Official class attendance begins on the first day of class unless the student registers during drop and add. For students who register during drop and add, the official attendance begins on the day the student registers. Students reporting to class late or leaving early may be considered by their instructor to be absent. Students are responsible for completion of all work assigned in class whether they are present or not. In case of absence, it is the responsibility of the student to contact the instructor.

For absences due to jury duty, court-mandated appearances, College-sponsored activities approved by the President, or religious holidays, the student must provide prior notification to the **Vice President for Academic Affairs**. Students may be required to present specific documentation upon request. It will be the responsibility of the student to make arrangements with the instructor before the absence to make up any missed assignments. Students who feel they have been unreasonably denied an educational benefit because of religious beliefs, jury duty, or other court mandated appearances should contact the Vice President for Academic Affairs.

**Courses with Alternative Formats**
For College courses taught in varied formats such as Self-Paced Instruction (SPI), television courses, and distance learning, expectations for participation and progress will vary by delivery mode and will be outlined in the course syllabus. Any student who fails to progress at the minimum level stipulated may be withdrawn by administrative action (AW grade).

**Adult Education and GED Preparation Courses**

Instruction in these areas is individually designed to meet the needs of the student. Class participation requirements will vary based upon delivery mode.