

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
STUDENT SERVICES
SIP- 4672**

SUBJECT: Student Class Attendance

REFERENCE: Reference will be used only when it improves understanding or when it cites higher directives that require or govern the procedure.

ORIGINATION: July 1, 1984

EFFECTIVE: December 8, 2009

REVIEWED: December 8, 2009

SECTION 1. PURPOSE

1.1 To set institutional standard regarding how classroom absences are to be considered by instructors.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All students.

SECTION 3. DEFINITIONS

3.1 Institutional absences include those which result from participation in an activity sponsored by the College such as a field trip or similar class activity.

SECTION 4. PROCEDURE

4.1 The class attendance policy is determined by each instructor and plainly stated to each student in the course syllabus.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Regular class attendance is necessary for successful academic work.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Absences such as those due to illness, death in the family, or similar reasons, must be reported to the instructor. The instructor shall provide an opportunity for the student to make up work missed.

7.2 Institution absences are to be approved by the Vice President for Academic Affairs and honored by each instructor. Students absent for such reasons should not be penalized but are expected to make up their

work.

- 7.3 It is the responsibility of the student to provide a proper explanation to the instructor for class absences and to make up missed work.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

Attachments: None.

Distribution: All employees of Southern West Virginia Community and Technical College via www.intranet.southernwv.edu

Revision Notes: December 8, 2009 - The policy SCP-4672 was rescinded by the Board of Governors to become a unit procedure on December 8, 2009.