

ATTENDANCE POLICY

Regular class attendance is necessary if a student is to receive maximum benefits from his/her work. Students are expected to attend all the sessions of classes for which they are registered. Penalties may be imposed, at the discretion of the individual instructor, when he/she feels that the quality of the student's work has been affected by absence or tardiness.

As a matter of courtesy, students should explain the reason for absence to their instructors.

Excused absences for participation in authorized campus activities shall in no way lessen student responsibilities for meeting the requirements of the class. Instructors will be notified of students participating in authorized campus activities. Students anticipating absences for these activities should notify the instructor.