

# Attendance Policy

Regular class attendance is integral to student success. Therefore, faculty will encourage regular class attendance by stating both the attendance requirements and the consequences for noncompliance in each course syllabus. For some courses taught through distance learning, attendance requirements are not suitable. In these situations, faculty will state alternative expectations in the course syllabus for student success, along with consequences for noncompliance. In addition to being detrimental to student success, excessive student absences may jeopardize a student's federal financial aid, obligating the student to repay funds received.

Students who do not have passing scores on the TSI or alternate test are required by state guidelines and local policy to attend their developmental classes or program. Excessive absences in a developmental class or program activities may result in a course withdrawal.

Participation in a College-sanctioned activity is considered an excused absence. The student must complete the Excused Absence Form, have it signed by the club or activity advisor, and present it to all instructors prior to the impending absence. Instructors signing the form should note if the absence will be detrimental to the student's progress in a course. The form must be returned to the activity advisor prior to the activity. Upon evaluation of instructor comments, the activity advisor may deny the student the privilege of participating in the activity.

A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Tax Code 11.20. (FC Legal).

An institution of higher education, including a college district, shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this section may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

Policies and procedures for absences due to religious holy days shall be consistent with (or no more arduous than) the institution's policies and procedures relating to other excused absences.

If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined above, or if there is a similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution or his or her designee. The student and the instructor shall abide by the decision of the chief executive officer or his or her designee.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. (Education Code 51.911; 19 TAC 4.4, 9.24)

Non-attendance in a class may result in a student being dropped from the course. Class drops, with the exception of administrative withdrawals, must be initiated by the student.