

Subject: Attendance-Student

Policy Number: A5.10

Date: 4/18/86

Reviewed: 4/15/16

---

**POLICY**

Absence from more than 10% of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences. Faculty are responsible for monitoring student attendance in their classes and for alerting both the student and the Director of cases in which a student's absences appear to be becoming excessive.

**PROCEDURE**

Instructors should notify students, specifically in the course syllabus, of the attendance policy for the course by the first day of class. The attendance policy cannot be more restrictive than the "10% rule." Syllabi for distributed learning courses should also include a statement regarding how the instructor will assess attendance. Faculty should maintain records of student attendance.