

SUBJECT: Student Attendance

I. Introduction

The Board of Trustees recognizes that the full benefit of instruction is achieved through regular and punctual attendance at all scheduled classes. Further, responsibility for such attendance lies with the student.

II. Attendance Requirements and Reporting

Students reported by their instructor(s) to the Registrar's Office for non-attendance on the certified census class roster will be officially dropped from the class.

Midland College reserves the right to deal at any time with individual cases of non-attendance. Three consecutive hours or a total of six (6) hours of unexcused absences from classroom work may result in the student being dropped from the class.

Instructors are responsible for determining whether absences are excused and may report excessive unexcused absences to the Vice President of Student Services. When informed of excessive unexcused absences, the Vice President of Student Services shall drop the student from the class.

In the event that a student is not dropped from the class for non-attendance, it is the student's responsibility to initiate the drop in the Office of Student Services. Failure to do so may result in the students receiving a grade of "F."

In the case of excused absences, it is the responsibility of the student to contact the instructor in order to make up all missed work.