

*Policy Series 5000*  
*Policy 5000*  
***Procedure 5005.4***

**Class Absence**

**Attendance Policies**

Each instructor or department shall include a copy of their attendance policies in each course syllabus and distribute it to all students in their classes at the beginning of each course. Adopted attendance policies shall be announced to and clearly understood by the classes affected.

The District recognizes regular class attendance on the part of the student as a major contributor to student success and expects students to attend class regularly.

**Authorized Absence**

Although authorized class absences will not affect a student's course grade, a student is entitled and obligated to make up any/all work missed. Authorized absences are defined as:

- A. Medical reasons;
- B. Personal tragedy, i.e. death, illness, or accident in the family;
- C. Jury Duty.

If a student receives an Order from the Department of Health notifying them of an exposure to COVID -19, or an Order notifying them that they have tested positive for COVID-19, they must provide a copy of the Order to the Vice President of Student Affairs Office. A designee from the Vice President of Student Affairs Office will notify all instructors of the student's absence per the dates on the Order. A student may not return to classes until they provide their Release Order from the Department of Health to the Vice President of Student Affairs Office. The Department of Health, not the District, will notify anyone who has been in contact with a student who has been exposed or tested positive for COVID-19 within 48 hours.

**Anticipated Absences**

All anticipated absences incurred in representing the District in field trips or other official capacities will be reported by the activity sponsor to the instructors concerns in advance of the class meeting to be missed.

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