

CLASS ABSENCE

I. Attendance Policies

Each instructor or department shall include a copy of his/her attendance policies in each course syllabus and distribute it to all students in his/her 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.

II. 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.

III. Anticipated Absences

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