



*Jefferson State*  
Community College



## College Attendance Policy

(Approved: September 2008)  
(Effective: Fall 2009)

### Guidelines for Policy 811.01

#### Attendance

1. The institution must ensure that each course syllabus, including for distance education and hybrid courses, clearly states the number of absences allowed for the class and how late arrivals and early departures are to be handled, if allowed. Each instructor should discuss these policies during the first class meeting.
2. The institution must ensure that each term, each instructor submits to the appropriate college official, by the College's established deadline, the names of students who have never attended a class session.
3. The institution must ensure that an instructor's absences are not counted as student absences.
4. Individual programs or certain financial aid recipients may have more stringent requirements than those stated in Policy 811.01 and these guidelines. The institution must ensure that programmatic requirements that are more stringent be communicated in writing to students in the course syllabus and orally on the first day of class.
5. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day the class.
6. The institution must ensure that each instructor outlines in each course syllabus policies regarding make-up work, if allowed.
7. Each institution must develop its own policy related to excused absences due to extenuating circumstance and college sponsored activities. Active military and jury duty must be considered excused absences.
8. Each institution must develop a policy and process by which students may appeal after being administratively withdrawn from a class.
9. Each institution must ensure that course grades are based solely on the demonstration of the understanding of principles and concepts, or the successful application and performance of skills and competencies related to course content.