Policy Number: 106
Policy Title: Attendance
Policy Council Review Date(s): 02/15/11
PPAB Approval Date: 03/08/11

**POLICY:**
Each academic division will establish attendance requirements for its classes.

**PROCEDURE:**
Each division will assemble an academic committee(s) to develop recommendations for attendance. The division will forward its recommendations to the Vice President for Academic Affairs for approval.

Attendance may impact a student’s grade. Though students may not fail a class solely on the number of absences, their grade may be lowered due to excessive absences as established in division guidelines.

Attendance requirements addressing all applicable modes of instruction must appear in the syllabus.

Approved by PPAB 03/08/11