



## STUDENT ATTENDANCE POLICY

**Policy Number: 5.3004**  
**Subject Area: Student Services**  
**Adopted: 02/22/2021**  
**Revised: 02/22/2021**

Students are expected to be present for all scheduled class meetings and will be held responsible for any work missed as a result of absences or tardiness. For a 16-week course scheduled in the fall or spring semester, absences for more hours than the class meets per week may result in the student being dropped from class by the instructor. When courses are offered in a more condensed format such as the summer semester or an 8-week course, a student may be dropped by the instructor after missing more hours of class than the class would meet in one week.

Any student removed from a course prior to the midterm date but after the drop date of the class, will be withdrawn and receive a W grade. After midterm, it is the student's responsibility to withdraw themselves from the course or receive the grade they earn. If the student ceases to attend, the instructor has the ability to withdraw the student until the deadline to withdraw through Administrative Action.

Certain class meeting absences may be allowed without direct penalties and shall be prearranged with the instructors. It is up to the student in these situations to communicate with the instructors and follow-up in the event of any missed material or work. These absences include:

- Performances or activities required for institutional scholarships (athletic, dairy judging, theatre, vocal, instrumental).
- Pre-approved religious observances.

Allowable absences for military service personnel and their direct family members include:

- Temporary Duty (TDY, TDA, TDT, TAD,).
- VA medical appointments.
- Deployments.
- Family preparation for deployment.

These absences should be communicated with the instructors.

Absences due to other circumstances such as jury duty, volunteer emergency service in accordance with Illinois law or documented disability related needs shall be discussed with the instructor and appropriate dean to determine whether exceptions to the attendance policy should be made. In the event of unforeseen circumstances leading to absences that exceed those allowed in a course, the student may request an incomplete grade following the Incomplete Grades Policy and Procedure (#3.41).

Special admission programs may vary according to program specific accreditation requirements or as outlined by regulatory and advisory approval boards. Instructors will communicate to students if their program of study has additional attendance policies above and beyond this policy set forth by Kaskaskia College.

Approval History: February 22, 2021 and September 24, 2018