


<b>Title:</b> Attendance Policy	
<b>Written by:</b> Curriculum Committee Director of Business Services	
<b>Date Initiated:</b> 4/2007	<b>Date Revised:</b> 4/2012; 4/2015; 7/2017; 2/2018; 2/2021; 2/2022
<b>Approved by:</b>  <hr/> Chancellor	<b>Governing Board Approval:</b>  <hr/> 1/12/2016 Date
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**PURPOSE**

The purpose of this policy is to describe the attendance policies of Trinity College.

**POLICY AND PROCEDURE**

**Attendance**

Regular class attendance is important for academic success. With regular attendance students can participate fully in discussion and laboratory sessions, and seek clarification concerning presented materials. Course outcomes are enhanced, and success is more likely to occur through attending class. If a student is unable to attend class, it is the responsibility of the student to meet the course outcomes/objectives/requirements for the missed material. The student is expected to follow the established attendance guidelines for the course. Faculty may set individual attendance policies for their course(s), which are delineated in the course syllabus.

Regular online attendance is defined as logging into the course each week and completing the course assignments by the established due dates. Students are expected to read the course syllabi and any other documents presented by the course faculty. Course syllabi will state when discussions and assignments are due, as well as other course expectations and policies.

Clinical experiences are planned to use health care and general education theory and principles. Each student is expected to be in the clinical setting on scheduled clinical days to facilitate learning, experience unrehearsed learning opportunities, and meet clinical outcomes. When students must cancel their participation in planned clinical experiences with less than 24 hours' notice, they are to notify both faculty and site and following additional program policies as soon as possible. If a student is unable to attend clinical, it is the responsibility of the student to arrange to meet course outcomes, clinical objectives, and requirements. Missed clinical experiences are discussed with the clinical faculty and options for meeting objectives/outcomes

will be addressed. The student is expected to follow the established attendance guidelines for the College and specific program.

Practicum experiences are planned to facilitate meeting course and program objectives. Students are expected to be in their practicum experience on the scheduled days to facilitate learning and to meet the objectives. When students must cancel their participation in a planned practicum experience with less than 24 hours' notice, they are to notify both faculty and preceptor as soon as possible. Missed practicum experiences are discussed with the faculty and options for meeting the objectives will be addressed.

Course syllabi will also delineate specific clinical and practicum attendance policies for each course. Students may be required to register for and cover the cost of any clinical make-up unit(s) (CMU) for absences incurred throughout the semester. (See Tuition and Fees Information for CMU charges).