



Title: Attendance Policy	
Written by: Curriculum Committee Director of Business Services	
Date Initiated: 4/2007	Date Revised: 4/2012; 4/2015; 7/2017; 2/2018
Approved by:  _____ Chancellor	Governing Board Approval: _____ Date
 _____ Date	 _____ Date

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, since only with regular attendance are students able to participate fully in discussion and laboratory sessions, and to 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. 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 the staff in the clinical setting 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).

Leave of Absence – Applies only to Baccalaureate Level and Above

Students who are performing satisfactorily and find it necessary to interrupt their course of study for personal reasons may be granted a leave of absence for a single, compulsory term. A leave of absence refers to the specific time period during an ongoing program when a student is not in academic attendance. The student who has an approved leave of absence is considered to remain in an in-school status.

A student will not be granted more than two leaves of absences. The leave of absence begins on the day indicated as the Official Date of Leave of Absence, as recorded on the Course Withdrawal; Leave of Absence form. The student must return the following compulsory term. If a student fails to return from a leave of absence on the re-entry date stated on the Leave of Absence Form, they will be immediately withdrawn from the College by the academic advisor.

A leave of absence will affect financial aid and student loan repayment. Students requesting a leave of absence must meet with the Financial Aid Specialist for counseling. If the student is a Title IV loan recipient, all Title IV funding will stop during the leave of absence period. The student also understands that a leave of absence will affect their current financial aid and that failure to return from a leave of absence will affect their student loan repayment terms, including the exhaustion of the student's grace period.

To request a leave of absence:

- Meet with your academic advisor to complete the Course Withdrawal and Leave of Absence Forms
- Meet with the Financial Aid Specialist and Registrar

Because of the nature of the program, associate degree seeking students are not eligible for a leave of absence.