



Title: Attendance Policy	
Written by: Curriculum Committee Director of Business Services	
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Approved by:  <u>Chancellor</u> Date <u>1/12/2016</u> Date	Governing Board Approval: <u>1/12/2016</u> 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. 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 will record attendance for all didactic, lab, and clinical sessions.

Approved Absences

Approved absences include those related to jury duty, bereavement, and medical care. An approved absence may be requested by providing documentation to the course lead faculty prior to an anticipated absence. For unplanned emergency absences, the request should be communicated via college email as soon as possible and documentation provided within one week of the absence. For absence(s) related to a disability, follow the Accessibility Services Policy.

Didactic Face to Face Synchronous Classroom

For in-person course sessions, students may not miss more than 10% of course meeting time without an approved absence. Unapproved absences exceeding 10% of the total course meeting time will result in administrative withdrawal from the course.

Online Asynchronous Didactic Classes

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. The course syllabus or calendar will state when assignments or check-ins are due and the syllabus will include other course expectations and policies.

For online coursework, students must complete all modules, assignments and/or check-ins by their due date. Students who have not checked in for a module by one week post due date will be considered absent, and no credit will be given for that module. A repeat offense of no attendance for a module, assignment and/or check-in for one week past the due date will result in an administrative withdrawal from the class with a WF grade. The repeat offense does not have to be consecutive with the first offense.

Online Synchronous Didactic Classes

Students are expected to attend all synchronous class meeting times in their entirety as published in the course. Unapproved absences exceeding 10% of the total course meeting time will result in administrative withdrawal from the course. Program-specific policies may allow for alternatives to synchronous online class attendance.

Clinical/ Practicum Attendance

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). Students who miss clinical and practicum experiences beyond the parameters set within the course syllabus, and who do not make-up the missed session by the deadline set within the syllabus will be administratively withdrawn from the course with a grade of WF.