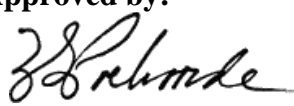


Title: Attendance Policy	
Written by: Curriculum Committee Director of Business Services	
Date Initiated: 4/2007	Date Revised: 4/2012; 4/2015; 7/2017; 2/2018; 2/2021; 2/2022; 4/2024
Approved by:  <div style="display: flex; justify-content: space-between; width: 100%;"> <div>Chancellor</div> <div>1/12/2016 Date</div> </div>	Governing Board Approval: <div style="display: flex; justify-content: space-between; width: 100%;"> <div></div> <div>1/12/2016 Date</div> </div>

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 are expected to record all attendance for didactic and clinical sessions.

Didactic Face to Face Synchronous Classroom

For didactic in-person course work, students are not allowed to miss more than 10% of course attendance. Students missing more than 10% of the course without an approved absence will be academically withdrawn from the class with a WF grade.

Approved absences include absence for jury duty, bereavement, or medical leave and require documentation to be provided to the instructor within one week of the absence. Those requiring accommodation must be approved by the ADA coordinator within the Trinity College Accessibility policy.

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. Course syllabi will state when discussions and assignments are due, as well as 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 academic withdrawal from the class with a WF grade. The repeat offense does not have to be consecutive with the first offense.

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 academically withdrawn from the course with a grade of WF.