

# Class Attendance

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Upon registration the student accepts the responsibility of attending all classes and doing any work the instructor may prescribe. When absence from class is essential, it is the responsibility of the student to make arrangements satisfactory to the instructor with regard to work missed. These arrangements should be made prior to the absence when possible.

Instructors shall record and report the absences of all students at any time using the myBanner Internet system. The same procedure will be followed by the instructor when at any time, in the opinion of the instructor, the student is not making satisfactory progress. All absences and last dates of attendance (where applicable) will become a part of the student's file in the Registrar's Office. Instructors may report absences to the Division of Student Affairs at any time they feel it appropriate to do so and are expected to report students with continued, consecutive absences.