

**BURLINGTON COUNTY COLLEGE**

**BOARD POLICY**

**No. 206**

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Title: Academic Attendance Policy

Date Adopted: June 17, 2014

Effective Date:

Supersedes: June 18, 1996

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**Purpose:**

This policy establishes the guidelines for student class, clinical, laboratory, and studio session attendance and is the only student attendance policy which is to be used by the College.

**Goal:**

Requiring students to attend class will enable them to realize their personal potential while fulfilling their responsibilities to their peers, instructors, and the larger community.

**General Attendance Requirement:**

Students are required to attend all class, clinical, laboratory, and studio sessions for the full duration of each such instructional session.

Faculty are required to take attendance, and grade penalties for absence will be imposed when a student exceeds a ten-percent absence rate, not to exceed 10% of the final grade. However, class participation may be considered a separate grading component according to individual instructors' syllabi. Additionally, students are responsible to be aware of and follow specific program requirements regarding attendance and participation.

Instructors will distribute their attendance and participation expectations at the beginning of the semester, and it is the student's responsibility to understand and adhere to the expectations for each course. Faculty expectations for student attendance and participation are subject to review and approval by the appropriate division Dean.

Students are responsible for communicating with instructors to make reasonable arrangements for the completion of course requirements not completed due to absence.

**Dissemination of Attendance Policy to Students and Faculty:**

A copy of this Board Policy will be included in the College Catalog.

**Appeal Procedure:**

Appeals of grades affected by this policy may be made using the most current grade appeals process.

**Special Note for Students Receiving Financial Aid and/or Veterans Aid:**

Attendance will be reviewed by Financial Aid and Veterans Aid programs, and benefits will be contingent upon compliance with the program's regulations.