

VALENCIA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

POLICY AND PROCEDURE

Number: 6Hx28:10-02

Title: Attendance

Specific Authority: 240.319 FS., 6A-14.0247 FAC.

Law Implemented: 240.319, 240.3215 FS.; 6A-14.0247, 6A-14.261, 6A-14.262, 6A-14.030 FAC.

Policy:

Students are expected to attend all classes for which they are registered, except in cases of illness or emergencies. If students accumulate absences that threaten their academic progress or standing in their class, it shall be the duty of the professor to warn the student in writing on an "Excessive Absence" form provided by the records office. The form, when possible, will be delivered personally; otherwise, it will be mailed to the student at the student's official address as provided to the College by the student. If the student continues to be absent to the point that further enrollment in a course appears to be of little value, the professor may withdraw the student from the course by the procedures developed and approved by the records office.

All professors will include their specific attendance policy and procedures in the syllabus(ii) they provide their students.

History:

Readopted: 12-11-74; Readopted: 1-19-83; Amended: 11-18-92