

POLICY

Ocean County College, recognizing that class attendance must be consistent with the objectives of the institution, will develop and maintain student attendance regulations and procedures which are consistent with these objectives.

Attendance at all classes and appointments is expected. Absences affect the student's own academic achievement and detract from the value of the class for the instructor and for other students. The student should use mature judgment and consult with the instructor concerning unavoidable absences from class. Students are responsible for all work missed because of absence.

At the beginning of each course, the instructor will state the attendance policy for that course. Individual instructors determine the attendance policies for their courses; however, if an instructor chooses to make absence a component of course grading procedures, grade penalties for absence may be imposed only when a student exceeds a ten-percent absence rate.

A student may withdraw without academic penalty at any time up the 60% mark of the term. After the 60% mark of the term, the instructor will assign a grade of "F" to a student whose absences exceed the limit.

To comply with federal regulations which require that the College be able to certify a student's last date of class attendance in each class, instructors must record on the final grade reports the date of last attendance of those students who receive a "W" because they ceased coming to class. Instructors' class records must be maintained in such a way that they can document a student's last date of attendance should a federal audit require the College to provide such documentation. Such documentation is to be maintained for seven years.

ADOPTED: August 26, 1968

Revised: July 26, 1971

Revised: June 22, 1981

Revised: March 24, 1986

Revised: March 25, 1991

Revised: March 23, 1992

Revised: August 25, 2008

PROCEDURE

The following procedures are in effect for classes, laboratories, seminars and/or other instructional modes:

When a student's absences have reached the limit set by the instructor, the instructor may issue a warning statement to the student. After any additional absences, whether or not a warning statement has been sent, the instructor, through the Department Dean, may:

- A. Assign a grade of "W" prior to the 60% mark of the term.
- B. Assign a grade of or "F" after the 60% mark of the term.

In either case, the instructor will request the Department Dean to administratively withdraw the student from the course.

- C. A nursing student whose class, lab or clinical absences have reached the limit set by the instructor may be assigned an "F" at the instructor's discretion prior to the 60% mark of the term.
- D. A student who has been withdrawn from a course for excessive absences in any given semester will not be permitted to re-enroll in a different section of that course during the semester in which the student has been withdrawn.

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