

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 or be administratively dropped without academic penalty at any time up to the course withdrawal deadline, and a grade of "W" will be assigned. Because a student may exercise his/her right to request a "W" up to the course withdrawal deadline he/she cannot receive an "F" grade through the course withdrawal deadline even if he/she is failing (see exceptions below). If the student stops attending classes or is administratively dropped after the course withdrawal deadline, a grade of "F" will be assigned. This applies to all sessions listed in the academic calendar.

The following exceptions allow the College to assign an "F" grade prior to the course withdrawal deadline:

- a. A student who has attained a grade of "F" in the clinical and/or lab portions of a nursing course prior to the course withdrawal deadline will be assigned an "F".
- b. A student who has engaged in academic dishonesty may be assigned a maximum penalty of a final course grade of "F" prior to (or following) the course withdrawal deadline. Whenever an "F" grade is assigned for academic dishonesty, the Dean shall implement the administrative withdrawal of the student from the course (see Policy/Procedure #5180).
- c. A grade of "W" or "F" will be assigned to a student suspended or expelled from the College (see Policy/Procedure #5247) according to the date of suspension/expulsion as it applies to the course withdrawal deadline referenced above. However, there may be occasions when an "administrative withdrawal" is issued with the grade of "W" after the course withdrawal deadline.
- d. Students dropping a specific developmental course twice will receive a "non-passing" grade.

Students are responsible for knowing their own academic progress. In order to make rational decisions regarding course withdrawal, students must be able to obtain from faculty evidence of their academic progress prior to the course withdrawal deadline.

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" or an "F" 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

Revised: August 23, 2010

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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