

# Attendance Policy

1. Students are expected to attend all classes in which they are enrolled.
2. Repeated absences will affect a student's grade.
3. Students are responsible for dropping or withdrawing from registered classes by completing the official drop/withdrawal process.
4. Students who stop attending and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the Student.
5. Students having excessive absences and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the Student.
6. Faculty must record the last date attended for students that earn an F or NP.
7. Faculty will take first week attendance.
8. Students who faculty have marked absent for more than 50% of class meetings the first week of the term will be dropped by Enrollment Services.
9. Students who fail to attend or stop attending classes and fail to drop those classes by the published drop deadline will be responsible for the associated tuition and fees.