



## Attendance

Attending every class meeting is important to your success in college. Guidelines for attendance are established by the faculty within a department or program, with the approval of the divisional dean.

Unless an announcement is made to the contrary, a class is considered dismissed if the instructor does not appear within fifteen minutes of the beginning of a class period. Students who expect to be absent for an extended period due to illness, accident, or other unavoidable problem should notify the Vice President of Student Services and Enrollment Management.

Students who attend a field trip should make arrangements with their other course instructors to make up any assignments missed on that day. Those who cannot attend classes, take an exam, study, or fulfill class assignments on a particular day because of their religious beliefs will be given an opportunity to make up their work at the convenience of the instructor. Students cannot be penalized for taking advantage of this right.