ATTENDANCE

1. Attendance Requirements

Students are expected to attend all meetings of the courses in which they are enrolled. Meetings include regularly scheduled sessions of the course and other required activities such as field trips, athletic meets, and performance. It is the responsibility of the instructor to notify the students of all such required activities early enough in the semester to enable students to attend all meetings.

2. Absences

After an absence it is the responsibility of the student to inform the instructor of the reason for the absence and arrange to make up the course work missed. Excused absences for which work may be made up with the instructor's approval include: (1) Absences due to illness, bereavement, personal emergency, or medical appointment; and (2) Absences due to required attendance at approved field trips, performances, or intercollegiate events.

3. Instructor Drop

An instructor may drop a student who has missed three class meetings.

4. Readmission

To be readmitted to a course after being dropped by the instructor, a student must submit to the Admissions Office a Program Change Form (Add) signed by the instructor. If a student is readmitted, any subsequent absence shall be considered sufficient reason for the instructor to drop the student. The student may appeal the instructor's action to the Office of Instruction.

5. Student Appeal

The appeal must be submitted in writing to the Vice President of Instruction who will then chair a committee including the Dean of Counseling and Guidance, the department head concerned, and the instructor involved. The committee shall meet within three school days to hear the student's appeal and make a final decision. In order not to delay the meeting, a representative may be designated for a committee member who is unavailable during this three day period.

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Citrus College Policy 6005 - Open Enrollment