

Appendix 3 : Attendance Colleges' Policies  
*Next Step Students should observe the requirements and policies of the College in which they are enrolled*

**Bronx Community College**

Attendance at all classes is required. There are no provisions for unexcused absences or for unexcused free cuts. Instructors keep an official record of absences in their grade folders and communicate with the Office of the Registrar regarding excessive absences involving individual students.

In the event of an unavoidable absence, students are encouraged to immediately file evidence of reason for the absence so that it will be available if questions of appeals should arise. Evidence should be shown to all instructors involved and their signatures affixed as evidence of their having witnessed the documentation.

Students excessively absent as indicated in the Guide for Excessive Absences chart (page 8 of the online catalogue) may first be warned. If absences continue, they will be debarred, with an assigned grade of "WU" which is a failing grade.

**Broome Community College Attendance Regulations**

General Policy: Colleges throughout the nation have found that students who regularly attend classes have a better success record than students who do not regularly attend classes. With the intent of encouraging student success, BCC strongly urges students to regularly attend their classes. In fact, the College's policy is that a student is expected to come to all class sessions prepared to participate in an appropriate manner. Absence from class is considered a serious matter and never excuses a student from class work. A student must complete all assignments, examinations, and other requirements of any course, to receive credit.

Absence from class may also affect a student's academic standing and eligibility for financial aid if the student is administratively dropped for non-attendance (See Deregistration below).

The College understands, however, that students sometimes, due to uncontrollable circumstances, are absent from classes. In these cases, the students need to meet with their instructors to discuss missed work.

#### Department Exceptions

Within the spirit and framework of the College policy, each department may develop its own guidelines to meet its needs. Such guidelines are subject to the approval of the Vice- President for Academic Affairs.

#### ***Clinton Community Collage Attendance Requirement***

Regular attendance is considered essential for successful study and is expected at all lecture and laboratory periods for which the student is registered.

If, for some unavoidable reason, a student should miss a class, it is the student's responsibility to contact the instructor (s) as soon as possible to determine what measures can be taken to make up the missed work to maintain the continuity of the course. However, the instructor is not obligated to give make-up work, quizzes, examinations or extended due dates because of student absence.

If a student misses more than 15 percent of the classes, the student may be withdrawn from the course and receive a grade of WY (unofficial withdrawal). The decision to withdraw the student is at the discretion of the instructor.

#### ***Dutchess Community College Absences and Tardiness***

Since excessive absences or tardiness may affect the quality of a student's academic performance, the College expects all students to attend classes

regularly. Faculty members are free to determine their own policies regarding irregular class attendance.

Students must complete all assignments, examinations, and other requirements in all of their courses. Absence does not constitute exemption from such obligations, and it is the student's responsibility to take the initiative in making up any work missed.

Students must be aware, however, that the opportunity to make up an examination is not a student right, rather it is a privilege granted under special circumstances. Faculty members are free to determine their own policies regarding make-up examinations, except that examinations must be offered for absences due to religious observances, hazardous weather conditions, or due to verifiable medical reasons. In the event of hazardous driving conditions due to inclement weather when the college remains open, students should make their own determination whether to attempt to travel to class based on safety considerations. Where appropriate, faculty will allow students who miss class under these conditions an opportunity to make up work missed. Excessive absences, however, may make it not appropriate to continue in the course. Students must be informed, in writing, at the beginning of each semester of the make-up examination policy for each course.

Students should be aware that non-attendance at classes will not result in automatic withdrawal from a course. Unless the student initiates a formal course withdrawal request through the Registrar's Office, non-attendance will result in an "F" grade.

***Erie Community College Telecommunications Technology Program  
Attendance Policy***

The following is the Attendance Policy for all course outlines submitted to the ECC Curriculum Committee at the time of their acceptance:

Attendance: All students are expected to attend every session of each course for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance. Excessive absence or lateness may lead to failure in a course or removal from the class roster. Students must notify the instructor of any anticipated absences.

The following policies are listed in the Erie Community College Catalog:

Attendance Policy: Students are expected to attend class regularly in every course for which they have registered. Attendance regulations for specific courses are established by the course instructor, announced and distributed in writing at the beginning of the semester, and may have a bearing on the student's grade. Additional requirements are found in individual course syllabi. Students are obligated to contact their instructors if they are unable to attend class during the first week. Students not attending class during the first week may be dropped from class by the instructor.

Absences from Class: Students who anticipate an absence should contact the appropriate instructor(s) in advance. In the case of an unexpected absence, students should speak to the instructor(s) as soon as they return to campus or during their absence. Of course, in either case, the anticipated or the unanticipated absence, the student is responsible for all material covered. As required by law, instructors are responsible for keeping accurate attendance records.

Erie CC also follows the policies listed in the NextStep Erie Student Handbook.

Therefore, any NextStep student, who violates these policies, will be subject to review by the Telecommunication Technology program faculty and administration. Determination will then be made whether the student will receive a failure in the course or be considered for removal from the class roster. The recommended maximum "Excessive absence or lateness, will be twenty percent or as indicated by an instructor's individual course syllabi whichever is less."

### ***Hudson Valley Community College Attendance Policy***

Excessive absence interferes with the successful completion of a course of study and diminishes the quality of group interaction in class. To encourage students to accept their obligation to attend class the following policy is established:

Class attendance is a matter between the instructor and the student. Instructors are obliged to announce and interpret specific attendance policies to their classes at the beginning of the part of term in the course syllabus.

Faculty are encouraged to be considerate of students with special circumstances.

### ***Mohawk Valley Community College***

Attendance is expected at all sessions. Repeated absence may result in failing the course. During the first week of each term, the instructor will inform the students in writing of the attendance requirements with regard to activities, such as exams, quizzes, papers, tasks, projects, experiments, discussions, panels, reports, class participation, and other work associated with the course. State University of New York regulations require evidence of pursuit of prescribed course work. Students who fail to satisfy those regulations may be deleted from the class on the official census date.

### ***Nassau Community College***

Students are expected to attend all classes. Absences due to illness or for other serious reasons may be excused by the instructor. Students are advised that absences in excess of 10% of the total class meetings may result in the student being dropped from the course. Some departments may have additional attendance guidelines and related grading policies. The instructor shall detail the specific attendance policy for his/her class. Students are responsible for all course work missed.

### ***New York City College of Technology***

Students are expected to attend each class meeting. They may be absent without penalty for no more than 10% of the class instructional hours in the semester. Unless a department has specified in writing a different attendance policy, including all courses with laboratory, clinical or field-work, this college policy shall govern as follows:

<b>Class Meets</b>	<b>Allowable Absence</b>
1 time per week	2 absences per semester
2 time per week	3 absences per semester
3 time per week	4 absences per semester
Etc.	

### ***New York Institute of Technology***

Students are expected to attend every class session. Instructors will inform students of the exact number of absences and late-arrivals permitted during the semester. Students who exceed these limits may be subject to failure. If a student misses any class or test, the instructor has the right to either grant or deny an opportunity to make up the work that was missed. In such cases, the instructor shall be the sole judge of the validity of a student's explanation for having missed the class or test.

### ***Onondaga Community College***

Attendance Policy: Students are expected to attend class regularly in every course for which they are registered. Attendance regulations for specific courses are established by the course instructor, announced and distributed in writing at the beginning of each semester. Students are advised that absences in excess of ten percent of the total class meetings may result in the student being dropped from the course.

If a student is absent, it is the student's responsibility to contact the instructor(s) as soon as possible to determine what measures can be taken to make up the missed work. However, the instructor is not obligated to give make-up work, quizzes, examinations or extend due dates because of student absence.

### ***Queensborough Community College***

It is very important that students attend every scheduled class meeting of a course. Attendance is monitored from the first day a class is scheduled to begin. Absence from class can seriously reduce the student's chances of completing a course successfully. Generally, absences beyond 15 percent of course hours may result in a failure for a course. Lateness to class can be considered as an absence as well. Therefore, excessive lateness may also produce a failing grade. Students needing to miss class on certain days for religious observance are referred to the Student Regulations section of the catalog. Students are responsible for notifying their instructors in advance of an intended absence.

### ***Suffolk County Community College***

The college expects that each student will exercise personal responsibility with regard to class attendance. All students are expected to attend every class session of each course for which they are registered. Students are responsible for class whether or not they are in attendance. In the college catalog and Student Handbook, the college defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Excessive absence or lateness may lead to failure in a course or removal from the class roster.

An instructor may remove a student from the class roster at any time when, in the judgment of the instructor, absences have been excessive.

## ***SUNY Canton***

Students are expected to accept to full responsibility for meeting all of the academic requirements for every course in which they are enrolled. Attendance regulations are determined by the faculty of each department based upon their academic requirements for each curriculum/and or course. Each department will state clearly the attendance policy in writing to the student at the beginning of each semester. Therefore, AN UNEXCUSED ABSENCE FOR ANY REASON IS HANDLED BETWEEN THE STUDENT AND THE INSTRUCTOR. Unexcused absences may result in dismissal from the course. A grade of “F” will be recorded for a student dismissed unless the student makes formal application for withdrawal from the course prior to the semester deadline for withdrawing, consistent with the college withdrawal policy. Refer to the student catalogue for additional information.

## ***Westchester Community College***

It is strongly recommended that you not “cut” a class without legitimate reason. If you have to miss a class, take note of the number of absences you are allowed. Every absence has a negative impact on what you learn and what grade you will earn.

Being ill doesn't allow you more absences. If you are legitimately ill for three days or more, inform the Student Health Center.

You will not be penalized for being absent on religious holidays.

It's important to remember that you may be at risk of losing financial aid if you cut class excessively. If you have a problem, talk to the professor or an academic counselor. College is a big investment; don't throw away your money by cutting class!