



Attendance Policy

Approved Date: January, 2020
Approved by: Administrative Council
Responsible Official: VPASA

Students are expected to attend every class session and be on time for every class session. Absences, late arrivals, and early departures may contribute to the final grade a student earns. Each academic program has a policy stating how many absences are permitted before the instructor will expect the student to withdraw from the course.

Instructors will include the specific attendance policy in the syllabus for the class and adhere to the policy for the duration of the course. If a student has exceeded the number of allowed absences, faculty may initiate an administrative withdrawal based on non-attendance. **If a student is absent for two consecutive weeks, they are to be administratively withdrawn from their course within a week of the last absence.**

In extreme circumstances (i.e. a disciplinary problem), the Vice President of Academic and Student Affairs may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

Accommodation of Religious Observances

Donnelly College strongly supports the diversity of the beliefs and religions represented by our student body. The College will provide reasonable flexibility when religious observances occasionally conflict with academic obligations such as class attendance, activities, assignments, examinations and other course requirements. Students must inform instructors of such conflicts in advance and in a timely manner. Students remain responsible for all class work and other academic obligations missed as a result of their absence.

Publication Information

This policy is published on the College website, in the Student Handbook and the College Catalog.