



Procedures Manual

Number: AC-107

Office of Primary Responsibility: VP, Academic Affairs & Workforce Development

Effective Date: Autumn 2019

Attendance Procedure

Purpose:

In support of preparing Hocking College students for the world of work, the following procedure has been developed to model work environments they will enter upon graduation.

The expectation is that students attend all classes. In the event of illness or emergency, it may be necessary for a student to miss a class. To report an absence, a student must contact their faculty member in advance and make arrangements to complete all required coursework.

Procedures:

In an 8-week course, students have 1 Unexcused Absence

In a 16-week course, students have 2 Unexcused Absence

In the work environment, this is a “no-call, no-show”

Unexcused absences greater than the above will result in being administratively DROPPED from the course(s).

Students administratively DROPPED from a course(s) will not be re-admitted. They will be required to repeat the course to complete the program and are responsible for all associated charges.

Students will be administratively DROPPED from courses they have never attended as of the first week of the course.

Recording Attendance

Faculty are required to record attendance no later than 24 hrs after each class meeting. Faculty teaching online class(s) are required to record attendance no later than Monday at 9:00am for the previous week.