POLICIES & PROCEDURES FOR EMPLOYEES

Policy Title: Attendance Requirements

Responsible Division: Student Services

Date Approved: July 2001

1. All students are expected to be regular and punctual in attendance for scheduled classes and open labs. Absences will be considered justified and excusable only in cases of emergency, serious illness, or death in the immediate family. (At the discretion of instructors, students may make up work missed. When a student must be absent, it is vital that he remain in contact with his instructors.)