

CLASS ATTENDANCE POLICY

Policy #	AA-230	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This policy applies to all FBSU students.

2. Policy

- 2.1 FBSU students are expected to attend all classes, laboratories, or required field work on time as scheduled on the timetable.
- 2.2 Course instructor records attendance at the beginning of every class, laboratory, or fieldwork session.
- 2.3 Tardiness to classes is not at all tolerated. Students who are absent after the instructor recorded attendance are considered as absent. Likewise, unexcused early departure from classes, laboratories, or required field work will also be considered as absent.
- 2.4 Student are responsible for the work that is done and for any announcements that are made during their absence.
- 2.5 Instructors need not give substitute assignments, quizzes or examinations to students who miss classes. Consideration will be given to excused absences such as medical leaves or emergencies approved by the college dean.
- 2.6 All missed laboratory or field work must be made up.
- 2.7 Students are allowed up to 25% absence in a course with or without excuses. Students who are absent during a semester for more than 25% of the semester scheduled lectures / lab or fieldwork sessions of any course are not allowed to continue the course, denied from sitting for the final examination, and assigned a course grade of DN, which is reported on their transcript.
- 2.8 In order to encourage student attendance and to minimize withdrawals, instructors are to keep accurate attendance records and to draw students' attention to attendance requirements. The instructor will also notify the students via Warning Letter - taking into account the student's right to privacy - when a student's absence reaches 15% of the scheduled semester lectures, laboratory or field work sessions.

3. Related Documents

- 3.1 DN Grade Form (AA-230-F1)