

### *Class Attendance*

Students are expected to attend each class session, to arrive on time, and to remain for the entire class session. Faculty will record attendance from the first day of the semester for attendance verification purposes. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course. In such cases, the student should withdraw from the class before the last date to drop with a grade of "**W**". Withdrawal from class may affect eligibility for federal financial aid. Students should contact the Office of Financial Aid for information.

When a student is absent from class, the student is responsible for all material covered in class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if the student is in danger of a lowered grade due to any graded work missed. The instructor is not required to provide an opportunity for makeup. The instructor's policies regarding makeup work shall be clearly defined in the syllabus to be distributed on the first day of class.

Students will be deleted from course rosters for the following reasons:

1. The student has not attended the traditional/hybrid class or completed required assignments.
2. The student has not logged into the assigned Blackboard account and completed the mandatory online orientation assignment for internet classes.