



Policy

ATTENDANCE POLICY, TESTING, GRADING PROCEDURES, STUDENT CONFIDENTIALITY

FACULTY

F.405.1

EFFECTIVE DATE: FEBRUARY 2018

REVIEWED: JULY 2020

Policy

Classes and exams will be held in accordance with the academic calendar, and all members of the faculty are obligated to meet assigned teaching responsibilities.

- a. Each instructor will explain the attendance, testing, and grading standards for each course taught. This information must be communicated to the students during initial class meetings, typically through the use of a course outline or syllabus. An instructor may, at his/her own discretion, require students to submit documentation of absences due to approved school trips, medical treatment, or public performances before graded class assignments can be completed.
- b. If instructors require students to contact them in order to request an excused absence due to extenuating circumstances, the instructor must also inform the student in the initial class meeting not to route his/her telephone calls to the Business Office, to the Student Services Office, or to the College Nurse. Rather, students must be directly responsible to instructors for any attendance exceptions.
- c. The following marks or symbols will appear on students' grade reports and transcripts; they indicate quality of work:

A - Excellent

B - Good

C - Average

D - Poor

P - Pass

F – Failure (Attended)

FN – Failure (Stopped Attending)

FNN – Failure (Never Attended)

S – Satisfactory

U - Unsatisfactory

I - Incomplete. Indicates that the student had not fulfilled all the course requirements by the time the semester ended.

W - Withdrawal. Assigned if students follow the correct change in registration procedure in dropping a class. This mark will not be assigned if students withdraw from a class before the 15th classroom day of the semester. This mark is also assigned to full-time students who officially withdraw from all classes at the College, regardless of date.