

# CLASS ATTENDANCE POLICY

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Broward College Policy 4.18 (<http://www.broward.edu/legal/policies/Section%20Template/6Hx2-4.18.pdf>)

## General Statement

The College believes class attendance has a major role in the teaching/learning process and, therefore, expects students to attend classes regularly and on time.

Exceptions to this policy are set forth below:

**Non-Class Days.** When this occurs, each faculty member shall determine how best to make-up the lost class time.

**Non-Penalized Absences.** There shall be no academic penalty for a student who is absent from academic activities because of observances of major religious holy days in his/her own faith, the student's serious illness, death in the immediate family, or attendance to statutory governmental responsibilities. A student will be held accountable if these absences result in the student exceeding the limit established for 'excessive absences' as defined in the instructor's syllabus.

The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any coursework, performance assessment, labs or clinicals missed for non-penalized absences.

## The Policy and the Student

**Student Responsibilities Relative to Attendance.** A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences or by the next class meeting.

If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence before the next class meeting. Documentation for these absences shall be presented by the student by the next class meeting.

**Extenuating Circumstances.** Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made with the faculty member, or if the faculty member is unavailable, the student should contact the Associate Dean. Alternatively, the student may seek an alternate class, where applicable, that accommodates his/her requirements. Absences from any course are subject to the attendance policy formulated by the faculty member as defined in the course syllabus and as described in this policy.

**Classes with Special Instructional Requirements.** Attendance requirements shall conform to applicable accreditation standards, licensure requirements, or other instructional requirements. The make-up of laboratory or clinical classes may not be possible. However, non-punitive provisions will be made for absences caused by serious illness, religious observances, or other approved reasons. These provisions may include giving a student an I grade.

## The Policy and the Faculty and Staff

It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus and provided to students within the first week of class meetings. Members of the College's staff are expected to exercise good judgment in the formulation, implementation, and application of their policies.

For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each Faculty member shall determine how best to make-up the lost class time.

## Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The College Provost, Senior Vice President for Academic Affairs and Student Services, in conjunction with the appropriate Pathway Academic Dean, is responsible for the implementation and oversight of policy compliance.

**Appeals.** A student may appeal a Faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

## Violation of Policy

Violations of this policy shall be investigated by the Provost, Senior Vice President of Academic Affairs and Student Services in conjunction with the appropriate Pathway President and in consultation with the Executive Director of Human Resources in determining the course of action.

Violations of this policy may result in disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

## Definitions

**Non-Class Days** – Regularly scheduled class days on which classes are not held. Owing to unanticipated circumstances that are beyond anyone's control or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/ College is closed shall be considered a non-class day(s).

**"Death in the immediate family"** – Shall be interpreted to include but not be limited to mother, father, spouse/domestic partner, child, brother, sister, grandparents, or grandchildren.

**Statutory governmental responsibilities** – Refer to such matters as jury duty, subpoena for court appearance, or unplanned military obligation.