

# DRAFT: Proposed Language for updated Attendance Regulations

**Any comments or feedback, please email Arielle Smith  
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## **Purpose:**

Regular attendance in class and laboratory sessions is an obligation assumed by each student at the time of their registration. Regular attendance affords the student the opportunity to acquire the content of the specific session and, over the length of the course, the continuity of the professor's plan for the presentation of the subject matter in the course.

## **Excused Absences:**

Absence due to participation in college-sponsored activities, such as participation in athletic events or student government, are to be considered excused when the student informs and receives permission from the instructor in advance of the absence and makes up all work missed. This means that the absences will not count against participation and that assignment deadlines will be rescheduled to allow the student to make up missed work without penalty.

## **Excessive Absences:**

Absence means nonattendance for a non-excused reason. A guideline used by many professors to determine when absences are excessive is twice the number of hours that the class meets during a week. This is strictly a guideline and may vary with each professor depending on the subject matter of the course or laboratory. The professor may drop a student from a course if absences, in the opinion of the professor, have placed the student's success in jeopardy.

## **Student Responsibility:**

**It is always primarily the student's responsibility to withdraw from a course. When absences have been excessive, or participation in a distance education course is not taking place, it is still the primary responsibility of the student to withdraw.**

It is the student's responsibility to communicate as soon as possible with their instructors when absences occur.

If a medical or personal emergency requires absence of one week or more, the student should consult with their instructors and counselor regarding the advisability of continuing in classes.

If students are unable to contact their instructors for any reason, they may contact the VPSS office to reach out to the instructors on their behalf. VPSS office contact information: College Center Bldg 10, Room 482, [csmvpss@smccd.edu](mailto:csmvpss@smccd.edu), (650) 574-6118

## **Extenuating Circumstances:**

Examples of extenuating circumstances are natural disaster, accident, physical or mental illness, military service, severe physical or emotional hardship, or other extraordinary experience beyond the student's control. It is the student's responsibility to communicate as soon as possible with their instructors. Instructors may require documentation, and will make every reasonable effort to work with the student

to make up missed work and content. In the spirit of supporting educational equity, instructors reserve the right to make necessary arrangements with individual students based on student circumstances.

Given CSM's institutional commitment to equity and the broad population of students we serve, instructors are expected to be sensitive to and consider cultural practices and expectations that may impact student absences.

If a student experiences an extenuating circumstance that requires accommodations, they can contact: Disability Resource Center (DRC) contact information: College Center Bldg 10, Room 120, [csmdrc@smccd.edu](mailto:csmdrc@smccd.edu), (650) 574-6438

### **Appeal Process:**

A student dropped from any class for nonattendance may appeal in writing to the Division Dean within five college calendar days of such a drop if the student thinks the absences should be excused, and reinstatement in class can be justified. Students may remain in class while their appeal is being reviewed.

For online classes, the instructor will post a notification to the student account and email to allow the student access to the course for the following 5 days and outlining the appeal process. The instructor will also complete a data download of the student work prior to dropping any student that they will save for . If a student is dropped and wishes to appeal, the instructor must work with the Dean and Admissions and Records to immediately re-enroll the student in the course during the appeal process in order to ensure continued access to course content and previous work.

A recommendation regarding the appeal will be forwarded to the instructor. If the instructor disagrees with the recommendation, then they will request an additional review by the VPI and 2 faculty representatives (one from Academic Senate and one from AFT) within 2 business days. If the recommendation of the Division Dean/VPI is for the student to be reinstated into class, the professor will work with the student in good faith to complete the course.

### **Attendance Regulations for Distance Education Courses:**

Participation is essential to student success in distance education courses. In distance education courses, students are required to participate just as if they were in a face-to-face course. Every instructor will outline participation requirements in their syllabus, but generally, this means that in order to get full credit for participation, students will have to complete discussion assignments, lesson assignments and quizzes on a timely basis. Consistent failure to participate in class will result in lower grades and being dropped from the course at the instructor's discretion.

