



Category
STUDENT DROP-ADD, CLASS ROLLS & STUDENT ATTENDANCE - 3:00:00:01
Approval
Leadership Council Approved: November 10, 2008
Effective Date/Approved: November 10, 2008
Revised: editorial update December 21, 2016
Responsible Party: Vice President for Student Affairs

I. STUDENT DROP-ADD

- A. Students may drop and/or add courses online in their MyMotlow account or during the "Drop-Add" period as listed in the schedule of classes for the current semester.
- B. Adds may occur the first week of class.
- C. Drops may occur until the last day to receive a W.
- D. The official grade report sheet for final grades will contain a notation to the effect that the student was officially dropped the class and a notation indicating a grade of "W" if appropriate.
- E. If the faculty member has assigned a grade, dropping the class is not an option.

II. CLASS ROLLS

- A. The keeping of student attendance records is the responsibility of each instructor.
- B. Instructors are to report student attendance online beginning the first day of class attended (y) through the last date of attendance (s).

III. STUDENT ATTENDANCE

- A. Unless prevented by circumstances beyond his/her control or absent on the basis of an institutionally approved absence, a student is expected to attend regularly all classes for which he/she is registered.
- B. Regardless of the cause or nature of the absence, the student is responsible for the material covered or assigned during the absence.
- C. Each faculty member is responsible for explaining, in writing, at the beginning of each course his/her practice in the treatment of absences.
- D. When regular attendance is a definite part of the total performance expected for the satisfactory completion of a course, an unsatisfactory attendance record may adversely affect the final grade recorded for the course.
- E. Students may be given an institutional excuse for absence on the basis that the student represents the college at a public event in the interest of the college or is engaged in an activity such as a field trip, which contributes to the education of the student.
- F. In granting an institutional excuse for absence, the college does not excuse the student from the responsibility for material covered or assigned during the absence.