



ADMINISTRATIVE POLICY

Number	<u>400-10</u>
Adoption	<u>07-09-2007</u>
Deletion	
Revision	<u>03-09-2023</u>
Review Date	<u>03-09-2023</u>

COLLEGE-WIDE ATTENDANCE POLICY

Pratt Community College is an attendance taking institution. Instructors enter attendance for all classes other than those fully online. Instructors may withdraw students for excessive absences as defined in each course syllabus. Instructors also explain their make-up work policy in the syllabus as well. (Students who are absent due to PCC activities and who have made prior arrangements by contacting their instructors about the absence are allowed to complete missed work.) Note: Both the College-Wide Attendance Policy and specific instructor attendance expectations shall be included in each class syllabus.

Revision Dates: 03-09-2023, 05-15-2018, 06-26-2012, 06-15-2010, 06-24-2008.