



ADMINISTRATIVE POLICY

Number	<u>400-10</u>
Adoption	<u>07-09-2007</u>
Deletion	
Revision	<u>05-15-2018</u>
Review Date	<u>07-28-2021</u>

COLLEGE-WIDE ATTENDANCE POLICY

Students are expected to attend all classes, laboratories, shop sessions and other scheduled class activities and have full responsibility for accounting to their instructors for any absence. Make-up work may be allowed at the discretion of the instructor for absences without prior arrangement. Students' missing three or more unexcused class periods from the first day of class may be withdrawn from the course by the instructor.

This policy applies to regular session classes. Attendance policies for short-term, mixed term, hybrid, and online classes will differ. Attendance policy for these classes will be included in all individual class syllabi.

Each instructor may have a more stringent policy but cannot be more lenient than the college-wide attendance policy. Both the College-Wide Attendance Policy and any instructor attendance policy shall be included in each class syllabus for regular session classes. The information in *italicized print* must be included in every syllabus. Please include the statement "For complete reading of the College-Wide Attendance Policy, refer to the PCC website/About PCC/Administrative Policies."

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