



DARE TO DO MORE

Community College

Memorandum

To: Academic Standing Committee

From: MEC Department

Date: 11/21/2023

Re: MEC Departmental Attendance Policy

This is applicable to all classes/sections regardless of course's teaching modality.

1. Recording students' attendance is required. Attendance records must be submitted to the department as part of End of Semester Documents.
2. At the discretion of the instructor:
 - Lateness and/or partial absences may be recorded. Class-participation may be part of the grade.
 - Unexcused absences for more than 15% of total class hours may result in an F or WU grade.
 - Unexcused absence on the final exam may result in a WU or F grade as appropriate or INC if requested by the student.
Students who missed or expect to miss the final exam must contact their instructor immediately to discuss possible options.

Paragraph to be included in the syllabus.

Recording students' attendance is required.

Your attendance, engagement and active participation throughout class sessions are crucial factors for your overall success in the course.

At the discretion of the instructor ... An example

- Lateness and/or partial absences will be recorded. Class-participation is 3% of the total grade, includes: coming on time and actively engaging in class discussions about the topics.
- Unexcused absences for more than 15% of total class hours may result in an F or WU grade.
- Unexcused absence on the final exam may result in a WU or F grade as appropriate or INC if requested by the student.
Students who missed or expect to miss the final exam must contact their instructor immediately to discuss possible options.