

Community Health and Wellness Department Attendance Policy

Attendance Policy:

Students are responsible for attending all classes at the designated time and format (on-campus lecture/practical lab, online synchronous, asynchronous activities...). **As per LaGuardia policy the maximum number of unexcused absences is limited to 15% of the number of class hours. Each program handbook clarifies the policy by their own program / accreditation guidelines.** Excused absences are at the discretion of the individual instructors and are for extenuating circumstances (emergency) and require supportive documents. Remote access to in-person lecture/lab sessions will not be provided. Lateness to class is entering the classroom after the class has begun and/or attendance has been taken. Two latenesses constitute one absence. Leaving class/lab early without prior approval from the instructor is considered an unexcused absence. Any attendance related issues without proper communication with the instructor is considered unprofessional behavior and may be subjected to disciplinary action.

Faculty are responsible to keep a record of their student's attendance [excel spreadsheet, google doc, Blackboard] for all the courses they teach every semester.