

**Attendance Policy**  
**Calhoun Community College**  
To be implemented Summer 07

**Class attendance is required.** The attendance policy is set by the college and is in effect from the first time a class meets. If a student registers during the drop/add period, attendance is counted from the first class meeting following registration. Students whose absences exceed twice the number of weekly class meetings in a regular 15-week semester can be involuntarily dropped from the class roll by the instructor with a grade of W (withdrawal.) The maximum number of absences for an 8- week mini semester is 2; for 10-week or 5-week summer courses, 3; and for weekend courses, 2. Distance education students can be involuntarily withdrawn by the instructor if the student has not communicated with the instructor by phone, email, or in person within the first two weeks of a semester.

Students are responsible for activities missed during any absence and make-up work will be governed by the instructor as stated in the course syllabus. It is the student's responsibility to keep a record of his/her absences and to understand specific policies detailed in each course syllabus. Communication with the instructor concerning absences is essential. Appeals of involuntary withdrawals are made at the divisional level to the division chairperson.

Military personnel who are involuntarily called to active duty for unscheduled and or emergency situations and those individuals called for jury duty will be excused. Official documentation will be required. College related events such as field trips, athletic competitions, and drama productions, which are documented by the college, will also be excused. Official documentation will be required.

**Each course syllabus will contain a makeup policy, a statement of the maximum number of absences allowed in the course and if the instructor will be assigning the grade of W if the maximum number of absences is exceeded.**