

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Attendance (FC)	Section F: Students	Page(s): 1
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Attendance	Policy: FC (Local)	
Subtitle: None	Date Adopted: 8-01-20	

Purpose

Provides procedures for faculty to administer college-approved attendance policies.

Procedure

1. The College publishes attendance procedures in the College Catalog and within course syllabi.
2. The College requires instructors to provide an opportunity for students who are absent for the observance of a religious holy day or for a college-sponsored activity to make up work within a reasonable time after the absence. Student absences for religious holy days which may interfere with patient care may be excluded from make-up work.
3. All instructors must include in the student course syllabus a statement defining specific attendance policies for their individual courses. Syllabi must be accessible to students via hardcopy or electronic format.
4. The student course syllabus containing attendance policy, whether provided hardcopy or electronically, must be reviewed no later than the first class meeting. Students who are absent from the first day of class are responsible for obtaining and reviewing the student course syllabus.
5. Division or department faculty groups may develop attendance policies or guidelines for faculty in their respective groups, as long as these policies comply with Policy FC (Legal), receive division chair approval, and are noted in the current student course syllabus.

Date Prepared: 1-20-21 (Lac)

Revised Date: