



OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 4023      ON CAMPUS STUDENT ATTENDANCE**

- 1.0      Although student attendance is not the primary requisite for learning, academic success is closely related to classroom attendance. For this reason, students are encouraged to attend classes regularly. It is the student's responsibility to adhere to attendance requirements stated in the syllabus of each course.
- 2.0      Attendance Requirements
  - 2.1      Oklahoma City Community College encourages students to attend class on a regular and punctual basis. If a student is absent from class, regardless of the cause, it is the responsibility of the student to communicate with the instructor to discuss work missed. The instructor will determine whether or not the student will be permitted to make up work and will decide on the time and nature of the make-up. If a student does not appear at a pre-arranged time for make-up work, he/she forfeits the right to make up the work.
- 3.0      Absences Due to Participation in Approved College Related Activities
  - 3.1      Any faculty or staff member planning an activity that will require students to be absent from other classes should (three weeks in advance of the activity) submit a request to the appropriate Division Dean. The Division Dean has final approval authority as well as the responsibility of certifying the list of students who intend to participate in the activity. If approval is granted, within one week of receiving the request the Division Dean will circulate the certified list to instructors whose classes will be affected by the scheduled absence. These instructors may then express to the originator any concerns they may have concerning a student's absence.

Effective: 08-21-2000