

The College District believes that class attendance is essential for student success; therefore, students are required to promptly and regularly attend all their classes. Each class meeting builds the foundation for subsequent class meetings. Without full participation and regular class attendance, students shall find themselves at a severe disadvantage for achieving success in college. Class participation shall constitute at least ten percent of the final course grade. It is the responsibility of each faculty member, in consultation with the instructional dean, to determine how participation is achieved in his or her class. The faculty shall require students to regularly attend class and shall keep a record of attendance from the first day of classes and/or the first day the student's name appears on the roster through final examinations. If a student has one week's worth of unexcused absences during the semester, he or she will be sent an e-mail by the College District requiring the student to contact his or her instructor and schedule a conference immediately to discuss his or her attendance issues. Should the student accumulate two weeks' worth of unexcused absences, he or she will be administratively withdrawn from class.

There are four forms of excused absences recognized by the institution:

1. Observance of religious holy days—Sec. 51.911(b), Texas Education Code. An institution of higher education shall excuse a student attending classes and/or required activities, including examinations, for the observance of a religious holy day. A student whose absence is excused under this section may not be penalized for that absence and shall be allowed to take an examination or complete an assignment. The student should notify his or her instructor(s) not later than the 15th day of the semester concerning the specific date(s) that the student will be absent for any religious holy day(s).
2. Representing the College District at an official institutional function. If a student is asked by the College District to be an official representative of the College District at any function approved by the institution, the student shall be excused from any classes missed and must be allowed to complete all work without penalty for that absence(s) in a timely manner as directed by the faculty member.
3. A high school student representing the independent school district at an official institutional function. If a high school student is asked by the independent school district to be an official representative of the school district at any function approved by the institution, the student shall be excused from any class missed and must be allowed to complete all work

without penalty for the absence(s) in a timely manner as directed by the faculty member.

4. Military Service—Sec. 51.9111(d), Texas Education Code; 19 Administrative Code 4.9. If a student can prove he or she is serving on active duty to which he or she is called with the Armed Forces of the United States, the student shall be excused from attending classes and allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence.

Other absences may be excused at the discretion of the faculty member.

**Developmental
Courses**

A student enrolled in a developmental course is subject to College District-mandated attendance policies. Failure to attend developmental classes shall result in removal from the course as defined by the College District.