

## Proposed Changes to the Attendance Policy

In addition to meeting the above admissions requirements each student must be in attendance. **In attendance** shall mean that the student's last day of attendance occurred on or after the last class meeting of the sixth-week **or its equivalent**. **Any student with absences for a given class which exceed** the equivalent of two absences (**approximately 100 minutes** per one credit hour course) by the end of the sixth-week **or its equivalent** shall be deemed not "in attendance" unless that student attends class thereafter. **Proof of class attendance after the sixth-week or its equivalent must be supported by a written explanation signed by the instructor and the student.**

**A student shall also be deemed not "in attendance" if the student is absent on the last class meeting of the sixth-week or its equivalent unless that student attends class thereafter.**

Course Type	Total Minutes	Minutes Per Wk	Minutes Allowed	MTWRF	Absences Allowed			One Day
					MWF	MW	TR	
4-SCH	3,000	200	400	10	6	4	4	2
3-SCH	2,250	150	300	10	6	4	4	2
2-SCH	1,500	100	200		6	4	4	2
1-SCH	750	50	100			2	2	1