

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

4000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

B. Regulations/Standards

4135 Attendance Policy

Regular attendance and consistent study are student responsibilities. A College student is expected to attend all of his/her class sessions. Failure to attend class can result in a lower grade or dismissal from class. Each instructor establishes the standards in the course information sheet. It is the student's responsibility to know the attendance requirements in each class and to be aware of his/her current attendance status. When the student has been absent or expects to be absent from a class, he/she should notify the instructor for the reason of the absence.

1. Students who do not attend the first class meeting may be dropped and be replaced by other students unless the student notifies the instructor in advance.
2. Students who do not attend class (no-shows) during the first two weeks, must be dropped on the first census drop sheets by the instructor.
3. A student may initiate a withdrawal for any reason prior to 75 percent of a term (or 75 percent of a course, whichever is less) by filling out the necessary form and processing it through the Admissions and Records Office.
4. A lack of attendance, which leads an instructor to judge that unsatisfactory progress is being made may result in the student being dropped from class. When an instructor drops a student for inactive enrollment, the official drop date is the first date of excessive absence after the last day of attendance.
5. After 75 percent of a term (or 75 percent of a course, whichever is less) no student may drop or be dropped by an instructor. After that date an instructor must assign a grade other than "W."
6. If, in the judgment of the instructor, a student who has been dropped has a reasonable chance of succeeding in the course, the instructor may reinstate the student by sending the student (with an appropriate permission statement) to the Admissions and Records Office.

Reference: Education Code 76300.

Adopted: December 14, 1988.