ACADEMIC POLICIES

ATTENDANCE REQUIREMENT

Regular class attendance is expected at Navarro College as a key element for student success.

IN CLASS ATTENDANCE POLICY:

It is the student's responsibility to officially drop a course. However, the instructor may drop a student for excessive absenteeism if, in the judgment of the instructor, the student cannot complete the course successfully. Excessive absenteeism is when a student accumulates the equivalent of two weeks of absences in a 16-week semester.

16-WEEK SEMESTER:

- 10 absences in a five-day a week course
- 8 absences in a four-day a week course
- 6 absences in three-day a week course
- 4 absences in a two-day a week course
- 2 absences in a one-day a week course

12-WEEK SEMESTER:

- 6 absences in a four-day a week course
- 4 absences in three-day a week course
- 3 absences in a two-day a week course

8-WEEK SEMESTER:

- 2 absences in two-day week course

6-WEEK SEMESTER:

- 3 absences in a four-day a week course
- 2 absences in two-day week course

3-WEEK SEMESTER:

- 2 absences

ONLINE ATTENDANCE POLICY:

It is the student's responsibility to officially drop a course. However, the instructor may drop a student for excessive absenteeism if, in the judgment of the instructor, the student cannot complete the course successfully. Excessive absenteeism in an online class is when a student has not completed assignments and/or had contact with the instructor for the equivalent of two consecutive weeks.

The attendance policy for certain programs may be more stringent than the general standard due to clinical requirements or requirements of approving agencies. Faculty will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and knowing the attendance requirements for the course. Students not attending classes may be dropped.

A student's request for an excused absence shall be in writing and shall be delivered by the student personally or electronically to the instructor of each class. Students should refer to the Navarro College Student Handbook for additional information.

Any student who wishes to dispute a decision concerning his/her absence should follow the Student/Instructor Conflict Resolution procedures in a timely fashion and as described in the current Navarro College Student Handbook.

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website.