

Procedure:	Attendance Regulations	Procedure No.:	AA4006.3
Authority:	College President	Associated Policy Reference No.:	AA4006
Procedure Owner:	Academic Affairs	Responsible Party:	Faculty & Students
Approved:	12/2/1992		
Revised:	05/16/2023		

Purpose: To establish attendance expectations

Statement of the Procedure

Attendance in all scheduled course activities is expected as part of each student's responsibility for their own education. With the intent of encouraging student success, SUNY Broome Community College strongly urges students to attend all their classes.

Specific Responsibilities:

1. Student Responsibilities

- A. Each student is responsible for any course work missed, due to absence from course activities.
- B. Students may be deregistered from a course for failure to meet attendance regulations. One consequence of deregistration may be loss of financial aid.
- C. Students should work with the instructor to help resolve problems related to excessive absences.

2. Instructor Responsibilities

- A. Attendance expectations should be outlined in the course syllabus.
- B. When multiple absences occur, instructors are encouraged to discuss occurrences with the student. Instructors are encouraged to refer students to support areas, when appropriate.

3. Deregistration for Non-Attendance

- A. The College reserves the right to administratively deregister a student from a

course(s) based on lack of attendance as reported by the Instructor. Attendance is defined as a student academically participating in a course. Activities that are considered academic participation can be found in the college catalog under 'Attendance Regulations'.

- B. Students who have never attended the course or have not attended after the census period will be deregistered from the course by the Registrar's Office and notified of this action. Deregistration may result in a loss of financial aid.

Related Policies (by number)

AA4006 Academic Policy

To whom it applies (title or department)

General Guidelines

Definitions

Appendix

Ex. Written communication, location,

Forms for further clarification of procedure

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Academic Affairs</i>	04262023	DB	<i>Dani Berchtold, Sr. Assoc to VPAA</i>