

Attendance

Jersey College believes that academic learning cannot occur without active participation. As such any absence is detrimental to a student's progress. Students are expected to attend all of their classes.

It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled and to communicate with the instructor, preferably beforehand, concerning an absence. Individual course syllabi may include specific academic attendance requirements for that course. Attendance may be mandatory for academic purposes for certain courses and such academic absences may result in course withdrawal or failure.

Academic Consequences - Lack of Attendance, Preparation or Conduct

While individual course syllabi contain detailed, specific academic attendance requirements for that course, the following are standard principles that are applied regardless of course:

- Any lack of attendance which causes a faculty member to conclude that unsatisfactory progress is being made may result in the student being withdrawn from the course.
- Any lack of attendance which result in missing a test, quiz, project, report, exam, presentation, etc. may result in a score of zero (0) without the ability to take a make-up test/exam/project.
- Any lack of attendance from a clinical/skill lab course on the day prior to or the day of an examination, but present for the test/exam may result in a reduction in the examination grade.

Regular and prompt attendance is each student's individual responsibility. Lateness, early departures or other missed time may result in a (i) reduction in a student's course grade or other academic grade, (ii) restriction or limitation of access to a classroom or practicum experience, (iii) make-up work or (iv) other disciplinary actions. Students that fail to meet attendance criteria are subject to withdraw from the course and/or their program of study.

If a student is not prepared for a course or a practicum session or violates the student conduct policies of Jersey College, the instructor may dismiss the student from the course or clinical area. Such student must report directly to administration. Failure to report to the administration may result in additional disciplinary action, including dismissal from the program.

Clock Hour Attendance Policy for Federal Financial Aid Eligibility

Excused absences in clock hour programs are permitted at Jersey College and are not required to be made-up for Federal Financial Aid eligibility purposes, unless such absences exceed 10% of the clock hours in a payment period (such absences above 10% of the clock hours in a payment period, referred to as "Excessive Hours"). Students with

Excessive Hours will be ineligible to receive federal funds, until such time is made-up and may be administratively withdrawn from a course or the program because of such Excessive Hours.

Distance Education Attendance

Regular attendance is expected for Distance Education instruction. The following general policies have been established for these courses for initial and continued enrollment:

- *Initial Enrollment.* Students must participate in the course within seven (7) calendar days from the course start. Failure to participate will result in the student being administratively withdrawn from the course.
- *Continued Enrollment.* Students who do not continue to participate in a course for a period of fourteen (14) consecutive days may be administratively withdrawn from the course.

The term "participation" or "participate" varies based on the type of program (credit or clock hour). See definition under "Withdrawals and Extended Leaves - Withdrawals".

Make-up Work

Students are permitted to make-up Excessive Hours to regain eligibility for federal financial aid. In addition, students may be allowed to make-up other missed time to avoid academic penalties. Students who are allowed to make-up work or make-up hours (whether related to Excessive Hours or academic requirements) have the responsibility of arranging make-up work and make-up hours in a timely way. Students who are allowed to make-up hours may be responsible for the cost of the additional instruction. The format of make-up work and make-up hours and opportunities for students to make-up work/hours are at the discretion of the instructor. However, Excessive Hours may not be made up through outside assignments or homework. All Excessive Hours must be made-up in a supervised instructional setting (e.g., in the classroom or labs, at clinical sites or approved field trips under supervision of an instructor).