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## **Class Attendance/Participation**

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### **POLICY STATEMENT**

Yavapai College offers courses in a variety of delivery formats. Students are expected to attend classes and/or actively participate in all credit courses regardless of the delivery method.

All course syllabi will state attendance and class participation requirements. Syllabi will also define any consequences for not adhering to attendance and/or participation requirements.

The course calendar must identify assignments that require student participation in class activities or due dates for course assignments.

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### **PROCEDURE**

Faculty must keep records of student attendance or participation in the course. Faculty may drop or impact the grade of a student according to the attendance and/or participation requirements documented in the course syllabus. In order to comply with the requirements of government or other regulatory agencies, faculty must document accurately the last day of student participation in class activities on the add/drop form.

Currently enrolled and wait-listed students who do not attend the first class meeting may be dropped as “no shows.” Students who cannot attend the first class meeting must contact the instructor prior to the first class meeting to determine if the student can maintain enrollment in the course.

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### **POLICY HISTORY**

Adopted April 8, 2003

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