

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation. It is the student's responsibility to contact the instructor(s) in advance of any planned absence, and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the makeup of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in college-sanctioned activities; however, there will be no punitive impact on students' grades.

Students who have extensive absence due to illnesses or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

It is also the student's responsibility to:

Arrive to class on time and remain in class until dismissed.

Come to class prepared.

Participate in classroom activities.

Complete all assignments.

## **WA POLICY**

A WA grade signifies an unofficial withdrawal from the class and includes unofficial withdrawals by instructors for lack of attendance, or lack of participation in an online class. The following conditions apply:

WA grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor's records OR who are excessively absent as defined by the course syllabus. In such cases where a course and/or specific program defines excessive absence in its course syllabus and/or program handbook more stringently than the equivalent of one week of class meetings, then those definitions take priority and will be used to determine when a WA grade may be issued. A WA grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, the non-participation time for a WA will be pro-rated based on the length of the class. Logging into the course is not sufficient to be considered participation. Participation is an active process and may include: posting/sending assignments to the drop box or instructor's email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and/or participating in some manner that is approved by the instructor.

The WA grade is non-punitive for SIC grade point average calculations. However, other colleges and universities may calculate it in a punitive or other manner upon transfer, which is their prerogative. Students should also be aware that WA grades count as attempted hours for the purposes of financial aid satisfactory academic progress.

Instructors will file a WA drop form for students being assigned the WA grade. The WA grade may also be issued as a midterm grade, to indicate nonattendance/nonparticipation. The effective date will be the date of entry into the computer, except when the grade is submitted on a midterm grade sheet, in which case the date entered will be the midterm date of the class.

Tuition refunds for students issued WA grades will be consistent with the current tuition refund policy.

If an instructor should accept a student back into class after assigning a WA grade, the instructor must sign an add form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the Enrollment Services Office for processing in order to officially be enrolled in the class again. Students who claim illness as the cause for excessive absences may be required to present appropriate medical documentation before being readmitted to class.

WA grades may not be issued after the last day to drop for a semester and are not to be issued as final grades.

A student wishing to challenge the WA grade will have due process as with the appeal of any other. Such students should obtain an appeal form from the Enrollment Services Office. Upon completion, the appeal should be submitted to the Executive Dean of Student Affairs for review.

The WA grade may be used administratively withdraw students as deemed necessary by the Executive Dean of Student Services, the Executive Dean of Academic Services, the Associate Dean of Workforce and Community Education, or the Vice President of Academic Affairs.

Adopted:  
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