

BLUE MOUNTAIN COLLEGE

PROCEDURES

POLICY 2.10 CLASS ATTENDANCE

The Office of Academic Affairs complies with the following standards and procedures for managing attendance issues:

1. A grade of F will be recorded in any class upon the accumulation of the following number of absences, whether excused or un-excused:
 - 12 in semester classes meeting 3 times per week
 - 8 in semester classes meeting 2 times per week
 - 4 in semester classes meeting 1 time per week
 - 5 in summer day classes on a 5-day schedule; 4 in summer classes on a 4-day schedule
 - Proportionate numbers in classes on any other schedule

2. A faculty member must report all absences daily in the campus ERP, (CAMS). The student will be warned regarding the consequences of excessive absences in a letter sent to the student's BMC email account. Upon missing 25% of the class meeting times, a letter will be sent to the student's BMC email account notifying the student of having excessive absences and thus having received an F in the class.

NOTE: Grades resulting from excessive absences must be appealed directly to the Associate Vice President for Academic Affairs.

4. Graduate faculty must report absences for graduate students to the Office of Graduate and Continuing Education.

REVISED: September 06, 2016; February 22, 2013; July 13, 2009; May 1, 2009; May 15, 2008; November 27, 2006; October 7, 2005; August 23, 2005