**Suffolk County Community College Absences and Attendance Policy**

**(Draft – With Revisions)**

The College expects that each student will exercise personal responsibility with regard to class attendance. All students are expected to attend every class session of each course for which they are registered. Students are responsible for all that transpires in the class (i.e. assignments and lecture content) whether or not they are in attendance, even if absences are the result of late registration or add/drop activity at the beginning of a term, as per College policy. The College defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Excessive absence or lateness may lead to failure in the course. A student may be notified by the professor if at risk of failure due to absences. Students should consult individual course outlines for additional attendance policies and contact their professor when unable to attend class or access an online class.

***The College defines attendance in online courses*** *as participation in course-related activities which may include but is not limited to: contributing to online discussion, engaging in virtual live instruction (when applicable), submitting an assignment, taking a quiz or exam, viewing and/or completing a tutorial, or initiating contact with a faculty member to ask course-related questions. Logging into an online class is not sufficient, by itself, to demonstrate academic attendance by the student.*

Absences due to religious observance will be deemed an excused absence with no negative consequences. A student may be withdrawn from a course by the Associate Dean of Student Services or the Student Conduct Board following a disciplinary hearing for violating the Student Code of Conduct as described in the student handbook.