**5-23 ATTENDANCE**

23.1 Regular and prompt attendance in classes and laboratory sessions is expected of every Dixie State College student.

23.2 Attendance requirements are established by each instructor and such requirements are enforced by the college.

23.3 An absence does not excuse a student from completing work missed.

23.4 It is the student's responsibility to find out which assignments are missed during an absence.

23.5 Class Absences Related to College and Military Functions

23.5.1 Attendance at class is an integral part of the learning process. Students who are absent from class for any reason compromise their learning opportunities. Students should make every attempt to register only for those courses for which they have no scheduling conflicts that will interfere with their ability to complete course requirements.

23.5.2 Students may periodically miss classes for various college-related functions or military functions including athletics, club events, or to fulfill the requirements of a course or a program. Military functions may include: Reserve and Guard activations, activation, special assignments or other approved events or activities. These absences may often conflict with the instruction, assignments, and tests in courses. The college seeks to maintain reasonable guidelines that will enable students to participate in these college functions without harming the integrity of the curriculum in the courses they miss or undermining the responsibilities and authority of the instructors of these courses. These guidelines are intended to foster an environment that is supportive and sensitive to the roles and needs of both students and faculty.

23.5.3 Students who must miss class because of a college-sanctioned activity, such as an athletic event, club activity, class assignment, or other approved event, due to activities and events described in 23.5.2 are responsible for notifying their instructors and for completing any missed assignments.

23.5.3.1 Prior to the absence, students traveling with a club, team, or other group on a college-sanctioned activity must request leave from their instructors.

23.5.3.1.1 Students involved in a club event or an activity related to another course or program requirement must provide written notification from the faculty or staff member supervising the activity that explains the nature of the activity. This should include a list of eligible students and be provided in advance of the expected absence.

23.5.3.1.2 By the second day of class, students with recurring absences must provide each instructor written notification from the appropriate
department that includes a schedule of competition, the names of those students on specific teams likely to travel, and the dates and approximate times of departure and return to campus. So that student participation in travel can be verified, the appropriate department will be responsible for informing individual faculty of changes to team rosters and travel schedules throughout the semester.

23.5.3.2 Students must arrange with the instructor to complete missed instruction and/or coursework.

23.5.3.2.1 The student shall provide as much advance notice as possible to the instructor and shall One week prior to an absence, the student will meet with the instructor to arrange a reasonable accommodation, if feasible, to allow the students to complete any missed coursework and/or exams. The student shall provide no less than a seven day advance notice to their instructor(s) of any eligible activity or event (as defined by this policy), unless the student his/her self is given less than a seven day advance notice by the activity/event organizer(s), in which case the student shall notify their instructor(s) within 24 hours of receiving such notice, and shall also provide evident proof indicating the date/time when the student received notice of the activity or event. The instructor may require the student to submit work prior to the due date if the student will be absent on the due date. It is the student's responsibility to complete the Student Absence Schedule with the instructor and abide by it.

23.5.3.2.2 Students with recurring, or frequent or lengthy absences from a course are required to check their schedules against the course syllabus and provide a list of expected absences for the semester by the second day of class. Upon reviewing the list, the instructor may determine that the absences will interfere with the student's ability to succeed in the course. If so, the instructor will recommend that the student seek an alternative. If a student chooses to remain in the course, it is the student's responsibility to complete the Student Absence Schedule with the instructor and abide by it.