

## College Operating Procedures (COP)



**Procedure Title:** Class Attendance, Excused Absence  
**Procedure Number:** 03-0602  
**Originating Department:** Provost/Vice President, Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 6/1/2010; 2/15/2011; 1/25/2016; 6/19/2025

**Purpose Statement:** Describes the process for excused absences due to officially sanctioned College activities.

### **Procedures**

Students are expected to attend all class periods of the courses for which they are registered. Students whose attendance is required in officially sanctioned College-related events should be granted an excused absence. Proof of the event schedule and student's participation must come from an authorized college administrator. Although students will be granted an excused absence, they are still responsible for making up any course material and (if necessary) making arrangements for completion of exams/quizzes prior to the next regularly scheduled class meeting. Excessive unexcused absences from a course may result in a lower grade, depending on the professor's grading policy. The determination of what constitutes excessive unexcused absences in any course rests with the professor conducting that course. Attendance requirements for a given course are to be found in the course syllabus.