

## College Operating Procedures (COP)



**Procedure Title:** Class Attendance, 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: 06/01/10; 02/15/11

**Purpose Statement:** Several absences from a class may affect the grade of a student.

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**Guidelines:**

The information outlined below clarifies intent and provides direction for the application of said procedure.

**Procedures:**

Students are expected to attend all class periods of the courses for which they are registered. Absence from several meetings of a course may result in a lower grade, depending on the professor's grading policy. The determination of what constitutes excessive absence in any course rests with the professor conducting that course. Attendance requirements for a given course are to be found in the course syllabus.