

# Attendance Policies

CCCB students are expected to be responsible members of a scholarly community. An essential component of ministry preparation is developing a professional work ethic that includes dependability, timeliness, and initiative.

## ONSITE CLASS ATTENDANCE

### Tardiness

Each student is expected to be seated in the classroom when class begins. A student who arrives in class after the official class start time or leaves class early without permission is considered tardy. A student who misses over half a class period will receive two tardies. Students who leave class for an extended period of time may be counted tardy or absent. Three tardies count as one absence.

### Absences

All absences count toward the allowed amount, and CCCB recognizes two types of absences:

- College Absences

Absences that result from participation in officially sponsored college activities, such as intercollegiate athletics, approved class field trips, ministry conferences, or admissions or outreach trips on behalf of the college.

- Personal Absences

Absences that result from sickness, personal/ family emergencies, or ministry-related situations (i.e., weddings, funerals, etc.).

### Make Up Work and Number of Absences

Course work missed due to college absences may be made-up. Make-up work due dates should be pre-arranged with the professor prior to the absence and is subject to the professor and/or course policies. Course work missed due to personal absences may only be made up at the discretion of the professor and is subject to the professor and/or course policies.

All absences count toward the total semester absences for a class.

### Excessive Absences

A student may be penalized for excessive absences (more than one week or 7%, but less than 20% of class meetings). The student's grade will be penalized according to the formula given in the syllabus. The penalty may be as much as 10% of the grade for the course, at the discretion of the instructor.

A student who misses over 20% of the class sessions for personal absences will fail the course. If the 20% limit is reached by the midterm grade report, the student will be dropped from the class and receive a grade of "FW" ("failure due to excessive absences and withdrawn"). If the 20% limit is reached after the midterm, students receive a final grade of "F" unless they drop the course before the deadline. A student who meets the absence limit in a consecutive time period will be subject to CCCB's administrative withdrawal procedures.

The following chart details the penalties that apply for excessive absences.

	No Penalty	5% Penalty	10% Penalty	Failed
1 class/week	0-1 absence	2 absences	3 absences	>3 absences
2 class/week	0-2 absences	3-4 absences	5-6 absences	>6 absences
3 class/week	0-3 absences	4-6 absences	7-9 absences	>9 absences
4 class/week	0-4 absences	5-8 absences	8-12 absences	>12 absences

Two absences may be counted for each term that a student misses immediately preceding or following Thanksgiving Break in the fall or Outreach Week in the spring.

## ONLINE CLASS ATTENDANCE

Attendance in online classes will be determined by weekly student engagement in any of the following ways:

- attending synchronous class sessions
- submitting assignments
- taking an assessment or exam
- participating in an online discussion, an interactive digital instruction or tutorial, a study group/group project
- interacting with the instructor regarding academic matters

Attendance will be taken every Monday based on the preceding seven days (Mon-Sun). If a student does not demonstrate course engagement during the first week of the course, they will be administratively dropped from the course by the census date. If a student does not demonstrate course engagement during a seven-day period of time (Mon-Sun), they will be counted as absent. Students who accumulate a total of two absences by/before the end of the Withdrawal period (end of the 5th week of the online session) will be administratively withdrawn from the course and will receive a grade of "W." Accumulating a total of two absences after this date will result in a failing grade.

## ABSENCE APPEALS

If a student believes there are extenuating circumstances leading to excessive absences, it is the student's responsibility to contact the vice president of academics with written evidence of the absences (documentation from medical facilities, family members, legal authorities, etc.). The student should continue to attend class and complete assignments while the appeal is being considered by the appeals committee. If the appeal is approved, the student will be allowed to stay in the class. If the appeal is rejected, the student will receive a grade of "W" if the appeal is within the Withdrawal period.