STUDENT ATTENDANCE

I. PURPOSE

Provides procedures for faculty to administer college-approved attendance policies.

II. BACKGROUND AND/OR LEGAL REFERENCE

Texas Education Code §51.991(b); 19 Texas Administrative Code §4.4(a).

Faculty agree that regular class attendance in classes conducted in the traditional format, as well as regular participation in courses taught in non-traditional formats, is conducive to optimum achievement.

III. DEFINITIONS

A. College-level course: any course that has the first digit of the four-digit designation beginning with "1" or "2."

B. Developmental course: any course that has the first digit of the four-digit designation beginning with "0."

C. Religious holy day: one that is observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Texas Tax Code.

D. Excused absence: an absence for the observance of religious holy days per the requirements of Texas Education Code Section 51.911, an absence for a college-sponsored activity, or at the discretion of the faculty as outlined in the course syllabus.

IV. POLICY

A. In accord with Texas Administrative Code §4.4, WCJC shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose.

B. WCJC may exclude from its policies and procedures any student absence for religious holy days which may interfere with patient care.

(POLICY APPROVAL: 7-19-95, Board of Trustees, amended 1-15-08, amended 1-15-13, amended 6-23-15)

V. PROCEDURES

A. All instructors must include in the course syllabus a statement defining specific attendance policies for their individual courses. Syllabi must be accessible to students via hardcopy or electronic format.

B. The college is required by law to make attendance reports of students who are funded by veterans' benefits, social security payments, and various other federal, state, or private scholarship programs.

C. A student whose absence is excused under Texas Education Code §51.991(b) may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.
VI. GUIDELINES

A. The course syllabus containing attendance policy, whether provided hardcopy or electronically, must be reviewed no later than the first class meeting. Students who are absent from the first day of class are responsible for obtaining the printed course syllabus from the instructor.

B. The college expects instructors to provide an opportunity for students who are absent for the observance of a religious holy day or for a college-sponsored activity to make up work within a reasonable time after the absence. Student absences for religious holy days which may interfere with patient care may be excluded from make-up work.

C. Division or department faculty groups may develop attendance policies or guidelines for faculty in their respective groups. These policies or guidelines must be approved by the division chair and noted in the current student syllabus. In regard to observance of a religious holy day, the policy will comply with the Texas Education Code §51.991.

JC/FRV
7-19-95
TP/BAM
1-15-08
LAC/BAM
6-23-15