

ADMINISTRATIVE POLICY
STUDENT ATTENDANCE

This policy pertains to employees and students.

Students in associate degree and technical diploma programs and credit courses at Fox Valley Technical College are expected to attend classes as scheduled and actively participate in classes to receive the maximum benefit from their educational experience. This expectation applies to all delivery modalities including hybrid, in-person, lab, online, and virtual. Attending class demonstrates professionalism and aligns with the College's Employability Essentials, the skills and behaviors employers want in the workplace. Attendance is the responsibility of the individual student, including notification of an absence as required by the instructor and arranging for the completion of missed course work.

Specific attendance standards for courses, labs, internships, and clinicals may be established by instructional departments and authorized by the division dean. If specific attendance requirements are established, they must be communicated to students in writing (via the course syllabus) by the instructor at the first class session and attendance must be documented by the instructor. Absences are not a legitimate reason to lower student grades unless specific attendance requirements are established as essential to success in the course and clearly communicated to students.

Departments and instructors are expected to make reasonable accommodations for student absences due to illness, family emergencies, extreme weather conditions, and other extenuating circumstances as agreed upon by the instructor and student.

Adopted: 02/24/2012

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