Class attendance and active participation are essential to your education at PUC. You are expected to maintain regular attendance and participation at all class sessions of each course in which you are enrolled. Excessive class absences and non-participation interfere with your learning experience as well as diminish the quality of group interaction in class. However, the college recognizes that there may be times when you are unable to attend class due to illness or other good reason. Therefore the following general class attendance policy has been established:

Attendance in courses is expected to begin on the first day of the quarter. If you miss the first session of a course without providing notification to your instructor, even if you are pre-registered, your spot in that course may be given away to another student.

You are expected to inform your instructor in advance if you are going to be absent from a class session. Regardless of the reason for your absence, you are responsible for all material and assignments presented in class and for meeting assignment deadlines. Opportunities to make up course work are provided at the instructor’s discretion, and you may not place any undue burden on the instructor. Please note that the instructor is not under any obligation to provide opportunities to make up course work due to either late registration or unexcused absences.

Absences that result from short-term suspensions due to violations of the principles outlined in the Student Life Agreement will be treated as unexcused absences, and significant academic penalties may apply as a result of such unexcused absences.

Each instructor has the right to establish a specific attendance policy best suited to a given course and to publish it in the syllabus. You are responsible for reviewing, understanding, and adhering to the published attendance policies for all your courses.

If you are absent for more than 20% of a course, your instructor may give you a failing grade for the course or may request that you withdraw from the course if the course, if the syllabus contains such a policy. This may apply regardless of the reason for your absences. Depending on the nature of the course, some instructors may necessarily have a more strict policy with regards to attendance. Some instructors may use academically-related activities (such as assignments, group work, quizzes, and examinations) to determine attendance. Your instructor may consider you to be absent from the course if you do not participate in these required activities according to the established course schedule.

The college reserves the right to deal at any time with individual cases of excessive non-attendance.