

ATTENDANCE

The college recognizes the correlation between student attendance and student retention, achievement and success. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Non-attendance may impact a student's financial aid. The college requires that instructors take and timely report student attendance.

Students are expected to attend all class sessions and laboratory periods for which they are enrolled. The class instructor defines circumstances under which an absence may be excused and absences are generally an individual matter between the student and instructor. Each instructor shall, in writing, at the beginning of each semester make clear to the students in the course the expectations regarding attendance. The attendance policy is located in syllabi or program handbooks. Students are responsible to instructors for class attendance and for any class work missed during an absence. Students are responsible for contacting instructors regarding work missed. Make-up assignments are only permitted with the approval of the instructor. Students who will be absent from class due to participation in athletics or a college-sponsored activity are responsible for completing all required coursework as provided by the instructor. The instructor determines how in-class activities associated with an absence(s) can be accommodated.

Instructors reserve the right to drop or withdraw students from classes due to lack of attendance at the point that a student has missed 25% of the class. Courses meeting twice a week correlates to 7 days; courses meeting once a week correlates to 4 days; online and summer courses correlate to 4 days. Certain programs may require more stringent attendance requirements.

Students are required to establish initial attendance in physical classes by the second week of class and in virtual classes by making a substantial contribution by the tenth (10th) business day of the semester. [fourth (4th) day of class for eight (8) week semesters, second (2nd) day of class for four (4) week semesters]. The instructor determines a substantial contribution as a homework assignment, a quiz or test, or an appropriately involved discussion board posting.

Students failing to establish initial attendance by the tenth (10th) business day of the semester will be reported as "no-shows" by their instructor. [Fourth (4th) day of class for eight (8) week semesters, second (2nd) day of class for four (4) week semesters.]

Student attendance in virtual classes will be established by weekly substantial contributions as defined above.

Students who wish to withdraw from a course must contact Student Services and/or the instructor to complete the drop process. Failure to withdraw can result in an "F" being posted on the student's transcript.

Leave of Absence

A Leave of Absence provides eligible students with the opportunity to temporarily interrupt their enrollment due to circumstances beyond their control while maintaining communication with the College regarding their academic plans. Students requesting a Leave of Absence should notify the Vice Chancellor for Academics as soon as possible. Requests should be submitted in writing and include the reason for the leave, the anticipated duration, and any supporting documentation, when applicable. Documentation may be required before a leave is approved.

A Leave of Absence may be granted for reasons including, but not limited to:

- Military service or military training obligations.
- Serious illness, injury, or other documented medical circumstances affecting the student or an immediate family member.
- Jury duty or other court-ordered civic obligations.
- Other extenuating circumstances that significantly interfere with the student's ability to continue enrollment, as determined by the College.

The College will review each request on an individual basis. Approval of a Leave of Absence is not automatic and is subject to applicable policies and procedures.

Upon approval of a Leave of Absence, the College will determine the appropriate academic action based on the timing of the leave, the student's academic progress, and the nature of the circumstances. In consultation with the student and the student's instructors, one of the following actions may occur:

- **Withdrawal from Courses:** Students who are unable to complete course requirements due to the approved leave may be administratively withdrawn from one or more courses in accordance with the College's withdrawal procedures and applicable academic calendar deadlines.
- **Incomplete Grades:** If a student has successfully completed a substantial portion of the coursework and can reasonably complete the remaining requirements after returning, the instructor may assign a grade of Incomplete (I) in accordance with the College's Incomplete Grade Policy. The student and instructor should develop a written plan for completing the remaining coursework within the established timeframe. If the coursework is not completed by the deadline, the Incomplete grade will be converted according to College policy.

Students approved for a Leave of Absence are encouraged to meet with the appropriate College offices to discuss the potential impact on:

- Financial aid eligibility and repayment requirements.

- Scholarships and other institutional aid.
- Satisfactory Academic Progress (SAP).
- Degree completion timelines.
- Registration and course availability upon return.
- Veterans educational benefits, when applicable.

A Leave of Absence does not guarantee continued enrollment in a selective program.

Students planning to return should notify the Office of Admissions and Enrollment Management prior to the semester in which they intend to re-enroll. The College will assist returning students with the re-enrollment process and any additional requirements necessary to resume their academic program.

Students called to active military duty will receive all rights and protections afforded under applicable federal and state laws and University of Arkansas System policies. When possible, the College will work with military students to minimize academic and financial disruption.

Policy History:

July 13, 2026

March 2, 2020

January 12, 2015

December 3, 2012

May 23, 2015

July 30, 2001
