SUBJECT: First Day of Attendance Policy

PURPOSE: To set first day of attendance guidelines.

EFFECTIVE FOR: Allen College Faculty, Staff, and Students

POLICY:
Attending the first day of class and clinical orientation is required. It is also required that students enrolled in an on-line course will log into the course by the end of the first week of the semester unless otherwise communicated by course instructor. Students who do not attend the first day of class, clinical orientation, or log into an on-line course during the first week of the semester will be handled as follows:

With Notification By Student
- The student may remain registered for the course with prior approval by the lead course faculty.

Without Notification by Student
- Lead course faculty must notify the Registrar’s office.

PROCEDURE:
1. At the time a staff/faculty member is aware that the student has not attended the first day of the course, clinical orientation, or has not logged into an online course by the identified deadline, that staff/faculty member must notify the Registrar’s Office as soon as possible to discuss the student’s ability to remain in the course.
2. The Registrar’s Office or the faculty member will contact the student and discuss the faculty’s plan for the student attending the course.
3. If the course must be dropped, the student will work with the Registrar to revise the student’s plan of study.