



Southwestern Michigan College

Board Policy – Students – Attendance Policy

Last Reviewed	Last Updated	Effective Date
06/18/2012	06/18/2012	

DIVISION IV – STUDENTS

IV.11 ATTENDANCE POLICY

- A. Instructors may impose appropriate penalties on students who enroll for but fail to attend a class regularly. In order to accurately monitor student financial aid eligibility, students who are registered for a class but who have never attended will be reported by the instructor to the Registrar's Office and the Business Office.
- B. Students who enroll for classes but fail to attend consistently may be notified by the instructor involved that it may be in their best interest to withdraw. Their permanent record will reflect the withdrawal policy as stated below:
- C. A student finding it necessary to withdraw from one or more of their classes must follow the procedure as outlined in the college catalog and in the Reference Guide for Student Success.
- D. Course Withdrawal: A student's permanent record is affected as follows:
 - 1. From the beginning of the first day of scheduled classes to the end of the Late Registration Period grades for classes dropped are not recorded.
 - 2. From the end of the Late Registration Period to the end of the withdrawal period (when 90% of the class has been completed), a grade of "W" (Withdrawal) may be entered for courses dropped.
 - 3. Normally, after the 90% period has ended and through the end of the semester, withdrawals are not authorized and a grade of A, B, C, CP, P, D, F, X or I will be recorded. However, should circumstances beyond the control of a student require the consideration of a late withdrawal from a course or courses, the student may submit Request for Exception for Late Refund or Withdrawal to the Registrar prior to the end of the semester. The Registrar may authorize the granting of withdrawal status, "W" (Withdrawal). The "W" grade is not averaged in the computation of the student's cumulative grade point average.
 - 4. The time periods stated above are reduced proportionately for special sessions.
- E. The grade of "I" (Incomplete) is given under extenuating circumstances at the discretion of the course instructor and may be removed by the faculty member awarding the grade upon completion of all course requirements. Before an "I" grade can be given, an incomplete grade contract should be completed by the instructor and signed by the students. The incomplete grade must be removed prior to 45 days after the end of the college session in which it was granted

(unless other arrangements are indicated in the incomplete grade contract) or the grade will automatically be recorded as a failure, "F", on the student's permanent record.