



Northern Marianas College Procedure

Procedure No.: 4020.7 Procedure Title: Attendance Requirement
 Issuing Date: _____ Adoption Date: July 2004 Effective Date: 9.26.2013
 Office of Origin: Office of the Dean of Student Services
 Procedure Approval Authority: President *[Signature]* 2/25/15
 Board Policy No. associate with this procedure: None
 This Procedure Supersedes/Replaces: 8006 Attendance Requirement

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Students are expected to attend all meetings of their classes, not only because they are responsible for material presented and discussed therein, but because active class participation by every student is frequently essential to ensure maximum benefit for all members of the class.

Absence from more than 10% of scheduled classes may be considered grounds for a failing grade in that course. Students who miss a class should report to their instructor upon their return to inquire about making up the work. Students who know in advance that they will miss class should inform their instructor prior to the absence, in order to be given upcoming assignments.

Any student enrolled in a course who is not present or who has not made prior arrangements with his or her instructor by the second meeting roll call or within the first week of instruction, which ever may come first, may be dropped from the course by the instructor.

International students, who miss three consecutive classes, without notifying his or her instructor, will be reported to the Department of Immigration.