

KENNEBEC VALLEY COMMUNITY COLLEGE

**Policy #:**  
2.25

**Effective:**  
10/01/07

**Replaces:**  
07/01/97

**ATTENDANCE**

Students are expected to attend all classes, lab periods, and field work sessions regularly and to arrive promptly. The faculty and Administration of KVCC believe that excessive, unexcused absenteeism or tardiness reflects directly upon the reliability of a student and can be an indicator of how the student will perform on the job after graduation. The design of programs at the College renders lost time virtually impossible to make up. For these reasons, the College has adopted the following policy:

- Each faculty member takes attendance and keeps records.
- Faculty have individual attendance policies. Check each course syllabus.
- If absent, it is the student's obligation to check with the instructor on the first day back for any work missed or to be made up.
- If a person experiences a major illness requiring an absence of several weeks, he/she may be unable to complete their course(s). It is imperative that the student (or his/her designee) notify the instructor .
- If a faculty member or a substitute is not present fifteen minutes after the scheduled beginning time, class will be cancelled. When a faculty member is not present, students should report this absence to the Academic Affairs Office, Room 103, Frye Building.