

Berkeley College
Overview

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Student Attendance Policy

Students are expected to attend and participate in all of their courses throughout each quarter. Those who fail to do so may be administratively withdrawn from individual courses or the College. Attendance is tracked and recorded.

Students enrolled in the **Medical Assistant**, **Patient Care Technician**, **Practical Nurse**, **Surgical Processing Technician**, and **Surgical Technology** programs should refer to their respective Student Handbook Supplements for program-specific grade requirements.

Faculty members will include their course-specific rules about absences, grading, and make-up work in each course syllabus. Each instructor may excuse absences for good cause and determine to what extent absences will affect grading. Certain absences will be excused automatically as required by law (such as military students called to active duty).

If illness, accident, or similar circumstances require absence for three or more consecutive days, the student must notify the Academic Advisement Department and the faculty member to make up assignments and/or tests.

Students who are withdrawn for a failure to attend and participate will receive a grade of WP or WF for the course(s), depending on whether the student was passing or failing at the time of withdrawal. **This may affect their financial aid eligibility.**

- 1 Online students who do not submit any discussion board activity after seven calendar days are at risk for withdrawal from the course(s) or College.
- 1 Day students who are reported absent for three or more consecutive classes are at risk for withdrawal from the course(s) or College.
- 1 Evening/weekend students who are reported absent for two or more consecutive classes are at risk for withdrawal from the course(s) or College.

For more information about withdrawal and attendance appeals, please see the full policy BerkeleyCollege.edu/files_bc/Student_Attendance_Policy.pdf.