

Policy:	Attendance Policy
Applicability:	All Doctor of Chiropractic Courses
Who is affected:	Doctor of Chiropractic Students, Faculty and Staff
Effective:	Immediately
Policy Effective:	September 29, 2016
Last Revision Date:	September 29, 2016
Initiated By:	Academic Affairs
Responsibility:	Vice President for Academic Affairs
Policy Link:	http://lifewest.edu/wp-content/uploads/2016/09/LCCW_StudentHandbook_092916-1.pdf
Policy ID:	OAA.0002

Attendance Policy

Instructors are required to record student attendance. Roll can be taken at any time during the class period. The instructor may call names, pass a roll sheet, use submitted classroom assignments, or observe the students. If the instructor calls roll, a student who is not present when his or her name is called is deemed absent. If a student leaves after attendance has been taken, the instructor can change the attendance record to indicate an absence for the class period. Class time missed due to late registration is considered an absence.

If a student arrives after attendance has been taken but within the first 20 minutes of the start of the class session, the student must see the instructor at the end of the class to request that the absence be changed to a tardy. Three instances of tardiness constitute one hour of absence. Failure to notify the instructor will result in the absence mark remaining on the attendance sheet. This cannot be changed later. If a student arrives after 20 minutes of the start of the class session, or misses more than 20 minutes of class after attendance is taken, the student is considered absent for the whole class hour. No additional assignments can be used to compensate for absences except as outlined in the College's course overlap policy.

A student who misses ten percent or more of any class will be automatically removed from the course (State of California, Board of Chiropractic Examiners, Rules and Regulations, 331.11(f), p. 26). This action constitutes an overcut. The student may be readmitted if s/he provides evidence that the absence was excused. Absences due to certain documented special circumstances may entitle a student to make up assignments and examinations, but all absences count toward hours missed. Under no circumstances, will a student who misses more than 20% of course hours receive credit for the course.

Consequences of Overcutting

Prior to week eight, a student who is over-cut from a class will receive a WO. After week seven of the quarter, a student with excessive absences will receive a WF. Students who become over-cut in a failing class will receive the failing grade in place of the over-cut (WO). Inconsistent attendance is a matter of serious concern to the faculty and administration because it jeopardizes a student's eligibility to obtain licensure in many states, restricts the depth and scope of individual educational progress, and results in graduates who have met the institutions minimum requirement but have not achieved their full potential.

Tardy Policy

If a student arrives more than 15 minutes after the start of the class the student is considered absent for the entire class hour. If a student arrives after attendance has been taken, the student must see the instructor at the end of the class hour to request that his or her absence be changed to a tardy. Three tardies constitute one hour of absence.

Amendment History

Amendment Date
09/29/2016 Adoption
09/29/2016 Revision