



## Ohio Administrative Code

### Rule 3358:5-7-01 Class attendance policy.

Effective: May 5, 2025

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(A) The curricula of all technologies at Clark state community college have defined academic and technical skill performance levels. Creating the learning environment is the responsibility of faculty. Achievement of the performance levels is the responsibility of the student.

(B) Faculty shall monitor class attendance and include a class attendance policy on their syllabi that includes any penalties for absences. Attendance policies shall be enforced consistently.

(C) Steady and gradual progress toward achievement of academic goals is best accomplished through regular class participation. Therefore, students are expected to attend all class and laboratory sessions. When unavoidable absences do occur, students shall take the responsibility to contact the instructor to make arrangements for work that has been missed. Students should be aware that depending on the nature of the assignment and class policies, not all work can be made up.

(D) Excessive absences and work that cannot or has not been made up may adversely affect the student's grade in a class. Instructors have the right to issue a lower grade, which may be a failing grade, to students who incur excessive absences and who have not officially withdrawn from the course. Excessive absences should be reported through a progress report. If absence is so excessive that it precludes satisfactory progress toward successful completion of the course, the records office may notify and drop the student from the course with a grade of "F" with the authorization of the instructor and academic dean of the division from which the course is offered.

(E) If a student has never attended class through the census date, faculty are required to submit notification to the records office. The records office shall notify and drop the student from the course. All tuition and fees for the course shall be removed from the student's financial record. When a student stops attending class but never officially drops the course, faculty shall assign a final grade of "UW" (unofficial withdraw). Faculty shall record the last date of attendance with the registrar.



(F) The college is required to report non-attendance to federal and state agencies that provide financial assistance to students. Failure to attend classes may also result in a student having to repay part or all of an allowance from the veterans administration and/or from other sources of financial aid.