6Hx19-3.16 STUDENT REGISTRATION, ATTENDANCE, WITHDRAWALS, AND FORGIVENESS

The purpose of this Board Policy is to establish policy regarding registration, attendance, withdrawal from courses, grade forgiveness, and allowable number of course attempts. The College supports student progress through clear and consistently applied enrollment policies that preserve academic standards, maintain accurate records, and comply with applicable requirements.

The President shall establish procedures regarding registration, attendance, attendance verification, withdrawal from courses, grade forgiveness, and allowable number of course attempts. Students are expected to attend all classes unless illness or other emergencies arise. Faculty are required to take attendance and submit attendance verifications according to the College's established deadlines. The effect of absence upon an individual's grade is determined by the instructor and will be stated in the course syllabus.

These procedures shall be in compliance with the Title 34, Code of Federal Regulations, Section 668.2, General Definitions (34 CFR 668.2) and Florida Administrative Code 6A-14.0301, *Withdrawal and Forgiveness*.

Rule Initially Adopted: 5/25/72

Revision Dates: 5/25/72; 10/7/75; 5/31/76; 11/19/79; 1/20/86; 8/1/87; 10/19/87; 1/25/88; 11/18/97; 6/16/98; 11/16/99; 11/18/08; 6/6/11; 01/15/13; 11/20/26

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 1004

Other References: Code of Federal Regulations: 34 CFR 668.2; FAC: 6A-14.0301

Law Implemented: FS: 1001.64(1)(2)(4)(7)(8)(43); 1001.65(1)(16)(24); 1004.68(1)