



Snead State Community College Workforce Development

ATTENDANCE POLICY

Attendance/Tardiness

Regular attendance and participation is essential for learning. Attendance is measured by your presence in the classroom/online classroom and labs, as well as the submission of assignments or other assigned work given by your instructor. **Attendance is not the same as participation.** Students are expected to participate and submit assignments on time on a weekly basis by the deadline assigned by the instructor. This extends to the National Career Readiness Testing and employability skills session. Students who do not complete all assigned coursework and/or do not attend the National Career Readiness testing date, employability skills session, nor have an overall program pass rate of 70%, will not receive the training certificate. Students are allowed three excused absences with documentation. Students exceeding the number of excused absences may be dropped from the training program. Additional attendance requirements for each individual program will be included in the course syllabus.

- Student attendance will be documented with a sign-in sheet for in-class/lab sessions, and by roll call within the on-campus, and/or virtual lectures. Students will need to sign in and sign out each day.
- Students must call in to Cherri Barnard at 256.840.4152, send Remind message, or email – cbarnard@snead.edu, prior to the beginning of the class if he/she is going to be absent or late.
- Instructor will note on the sign-in sheet that a call was, or was not, received from the student.
- If the student does not call in prior to class it is automatically an unexcused absence and the student runs the risk of being dropped from the class.

Absences – Excused with Documentation:

1. Death in the family. Appropriate verification will be needed, such as an obituary in the newspaper, funeral card, or note from the funeral home.
2. Physician documented illness or extended hospitalization. Appropriate verification will be required from your physician and/or hospital. This does not include emergency room visits from a previous day or doctor appointments scheduled in advance. Physician documented office visits for illness of a close family member will be considered on a case by case basis.
3. For students who are commuters – dangerous weather conditions in which driving is considered by local police authorities to be unsafe. (*In the event of inclement weather please listen to WQSB, your local television station, or check our website at www.snead.edu for information regarding closures or delays*)
4. Being called to testify in a court case or jury duty – but not for being arrested. (Verification required)
5. Active military duty. (Verification required)

These excused absences require that official documentation be provided the first day you return to class following the absence. If it is not provided on this day it will remain an unexcused absence and makeup work will not be allowed.

Absences – Not Excused

1. Childcare problems. Students cannot bring children to the College. Off campus childcare must be provided.
2. Incarceration/jailed.
3. Employment.
4. Lack of sleep, lack of motivation or attitude, or not feeling well.
5. Non excused absences are not limited to this list; there are many other reasons that you may not attend class that are not excused.