

Policy No:	ACA-POL-0019				
Policy Title:	Class Attendance Policy				
Implementation Procedure:	Checking of attendance (procedure number here)				
Date of Issuance:	SY 2008-2009				
Effectivity:	SY 2008-2009 - Present				
Page Number:	Two (2)				
Office of Origin: (Policy Expert)	Office of the Dean Dean				
"Supersedes" Notification:	None				
Purpose of Policy:	This policy shall govern consideration and guidelines related to class attendance of students.				
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. A student shall not be allowed to attend a class if his name is not included in the class list (official or tentative). 2. A student shall be considered late if he arrives in the class <u>within</u> fifteen (15) minutes after the official time. Three (3) instances of tardiness are equivalent to one (1) absence. 3. A student shall be considered absent if he arrives in the class fifteen (15) minutes <u>after</u> the official time for record purposes. Nonetheless, this shall not prevent the student from attending the class and participating in class activities. 4. A student who incurs absences exceeding twenty (20%) percent of the prescribed number of class or laboratory hours during a given term, excused or unexcused, shall be automatically be given a grade of unauthorized withdrawal (UW)—considered a failing grade. 5. A student is who is given a grade of UW shall still be allowed to attend classes and participate in classroom activities. Even so, any course credit shall not be given to him regardless of classroom performance. 6. A student shall be required to wait for their professors in the classroom for at least ten (10) minutes for every class hour of classes provided that no prior instruction to leave the class earlier was given by the professor. 7. Students who were required to attend general or special assemblies shall take the place of the attendance in their scheduled class. Absence in the general or special assembly shall be recorded as absence in the scheduled class. 				
Applicability:	Applicable to all collegiate students only.				
Policy Approval Authority:	Dean				
Related Policies or References	<ul style="list-style-type: none"> • Grading System Policy (ACA-POL-0013) • Examination Policy (ACA-POL-0015) • Student Handbook • Manual of regulations for private higher education (a.k.a. MRPS) 				
Definition:	Excused student – shall mean excused only to the activities conducted (e.g. quiz, or exam) for which the student shall be given the change to undertake the activities missed to catch-up but still considered absent on that day.				
Prepared by:	Planning, Funding, and Development Office				
Approved by:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>_____ Dr. Cristina Castro - Cabral Dean, CBAA</p> </td> <td style="width: 50%; border: none;"> <p>_____ Rev. Fr. Orlando Aceron, O.P. Dean, COED</p> </td> </tr> <tr> <td colspan="2" style="border: none;"> <p>_____ Asst. Prof. Rowena Reyes Dean, CLAS</p> </td> </tr> </table>	<p>_____ Dr. Cristina Castro - Cabral Dean, CBAA</p>	<p>_____ Rev. Fr. Orlando Aceron, O.P. Dean, COED</p>	<p>_____ Asst. Prof. Rowena Reyes Dean, CLAS</p>	
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Date Approved:					

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