

# CLASS ATTENDANCE

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Randolph-Macon College believes that student attendance in the classroom and participation in classroom activity is an essential part of the educational process. Students are responsible for all work covered in class and all assignments made on the day or days of an absence. Faculty members shall establish attendance policies in their courses and shall notify students in writing at the beginning of each course what the policy in that course shall be and what penalties shall be imposed for infractions. No penalty will be imposed until a student has exceeded one hour absence per semester hour of a course. Even in cases where absences have not reached the permissible limit, no absences are allowed from laboratories, nursing clinicals, performances, or on the dates of announced tests without approval of the instructor.

Randolph-Macon College values highly the participation of students in activities representing the college, such as organized athletics and the performing arts. To that end, faculty members are encouraged to accommodate students representing the college in these activities. Students who wish to participate in these activities should communicate in writing their schedules with each instructor early in each term.

Only the provost's office may authorize an absence from a final examination.