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# ATTENDANCE

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Attendance is critical to a student's academic progress. Students are expected to be present, prepared, and active participants. Students should discuss absences with instructors. The attendance policy for a particular course will be shared in class and included in the course syllabus.

If you are receiving financial aid, be aware that failure to attend classes may affect your financial aid.

## **Non-Attendance**

Failure to actively participate in any course during the first 10% of a course's actual hours of instruction is considered non-attending. If an instructor reports a student as non-attending, the student is removed from the course and notified of their removal via their Blackhawk student email. At this point, students are no longer considered registered in that course and cannot start attending unless approval from the instructor is received. If permitted, the student must re-register by contacting the Registration & Records Office. Removal from a course due to not attending may affect financial aid.

## **Instructor Withdrawal**

Once 10% of a course has taken place, up until 80% of the course, a faculty member can withdraw a student from a course with a grade of 'W' if the instructor recognizes that the student has not been engaged in the class for two consecutive weeks or 20% of the total class has been missed.

Students are responsible for the cost of any course they are registered in after the course has had its first meeting of the semester. Students must drop the course before its first meeting to not incur any charges for having been enrolled in the course. Please refer to the Blackhawk calendar (<http://catalog.blackhawk.edu><https://www.blackhawk.edu/About/News-Events/Event-Calendar/>) for important dates regarding semester deadlines.