

REGARDING STUDENT ATTENDANCE AND CONDUCT

The English/World Languages division endorses and enforces the rules of conduct, courtesy, and responsibility outlined in the HCC Student Code of Conduct. Your own course syllabi must also contain clear policies regarding attendance, lateness, and late assignments.

Students and instructors share the responsibility to maintain a positive learning environment with courteous, cooperative, and professional behavior. If, despite your best efforts to inform and encourage appropriate behavior, a student becomes disruptive to the point of preventing other students from being able to learn well in your classroom, you need to manage that behavior by either informing the coordinator, director, Associate Chair or Division Chair that the student has violated the Code of Conduct, or, if the situation is urgent, by calling Security x4882 to request that the student be removed and the Associate Vice President of Student Development, Janice Marks, be informed.

We know that attendance and participation in your class are vital parts of the course experience, especially in the study of reading, writing, literature, and language proficiency. Every missed class impacts a student's ability to master the course objectives and takes away an opportunity for you to evaluate their progress towards those objectives. While all instructors are free to create their own reasonable attendance policies, we've found that it's important to set at least a minimum limit on the number of class sessions a student may miss in order to stay eligible to pass the course and it's very helpful to have a division-wide understanding of that outer limit. Therefore, the English/World Languages division encourages you to incorporate the following statement into your own attendance policy in your syllabus:

Students who do not miss more than a week's worth of classes a semester, who arrive promptly and remain for the entire class session, have the best opportunities to earn the highest grades in this class. Also, know that in order to simply remain eligible to pass this course, you must be present for fully 75% of the class sessions, and therefore, students who for *any reason* miss more than 25% of the class sessions by absence and lateness might not pass the course. If a situation arises that interferes with regular class attendance over an extended period of time (for example, prolonged illness, personal or work problems), you may need to drop the course or see an advisor about your options for withdrawal.

Please maintain careful attendance records. Student complaints are infinitely easier to resolve when your syllabus contains a clear, written policy and you are able to provide clear, accurate attendance and grade records. If you have a student in good standing who suddenly has an emergency or situation that prevents attendance and you want to consider waiving the above policy, discuss the issue with your coordinator, director, or the Associate Chair in order to arrive at the most appropriate, compassionate, and fair resolution.

Thank you. Let me know if you have any questions!