

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**ATTENDANCE**

1. Regular class attendance is necessary for maximum success in College. Students are expected to attend all classes except in the event of illness or unavoidable emergency.
2. It is the responsibility of students to make specific arrangements with their instructors for all work before going on field trips or other College-sponsored events. Written work must be turned in to the instructor at a time designated by the instructor.
3. Absence from class for any reason in no way lessens the student's responsibility for meeting all of the requirements of the class.
4. Students attending the College under government programs, special College programs, and students receiving financial assistance from external agencies may have specific attendance requirements which students will be required to meet.
5. Faculty are required to supply documentation of attendance for all students at appropriate intervals set by the College. The College must maintain accurate attendance records to circumvent problems before they lead to attrition.
6. Special attendance requirements (and penalties for noncompliance) must be referenced in the course syllabus.

A final No Show "NS" grade shall be issued after the third week of class to students who register and do not meet the criteria for attendance. The criterion for attendance is defined as follows:

- Students are considered in attendance if they have participated in an academically related activity or attended at least one scheduled course meeting.

The "NS" grade will not be used in computing the grade point average.

Revised—Administrative Committee  
January 13, 1981 Revised—Cabinet  
September 11, 1989  
June 15, 1998  
Retyped—Title Change  
October 31, 2005  
Revised – Cabinet  
September 18, 2007  
June 17, 2014  
August 20, 2019  
Reviewed—Risk Management  
October 15, 2020  
Revised-CAO  
November 16, 2022  
January 31, 2024