

# ABOUT TRINIDAD STATE

## ATTENDANCE (PARTICIPATION) POLICY

### Attendance (Participation) Policy

Students are expected to attend all scheduled meetings of each course and the encouragement of regular class attendance remains with the instructor while the actual responsibility remains with the student. Each course syllabi provides information on course attendance. Absence, for any reason, does not relieve the student of the responsibility of completing all of the work for the course to the satisfaction of the instructor.

### Attendance (Participation) definitions

- **Contact hour:**

A contact hour is fifty minutes of clock time.

- **Class period:**

That period of time during which the Instructor meets with the Student in a classroom, lab or other educational setting, beginning and ending at previously announced times. It may include one or more contact hours. Students should expect to spend approximately two hours on out of class assignments and preparation for every one hour of class time.

- **Excused Absence:**

Any absence caused by travel to and attendance of any function approved by a coach of a recognized college sport or sponsor of an approved campus club by a current team or club member. Any absence caused by illness if the student presents a written statement from a certified health care provider. Any other reasonable excuse that is acceptable to the Instructor.