**Approved Attendance Policy**

**Effective Fall 2015**

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. A student will be automatically withdrawn from any course when absent more than 20 percent of the total class, laboratory, clinical or shop periods. Any three tardy notices in a given class may constitute one class absence. A tardy may also be assessed when a student leaves class early.

In online classes, if a student fails to complete 80 percent of graded items he/she will be automatically withdrawn from the course.

With prior approval by the Vice President of Instructional Services or respective Chair, the instructor may deviate from this policy and allow a student to remain in class.

In allied health core courses, a student must attend a minimum of 90% of the total class hours and laboratory periods. Additional attendance requirements may be placed on externships and clinical field trips.

Attendance policy at PCI deviates from this general policy and is listed on the class syllabus.