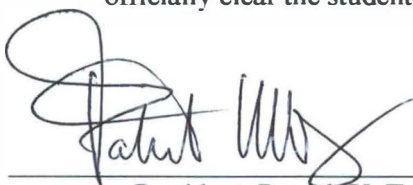




PALAU COMMUNITY COLLEGE
ACADEMIC POLICY - ATTENDANCE

- Never Attend – A student who registered for a course but did not attend the first ten (10) days of instruction.
 - Course instructor must report the student to the Dean of Academic Affairs using the Instructor Withdrawal Form checking (Never Attend) on the eleventh (11th) day of instruction.
 - Dean of Academic Affairs must certify the form and submit it to the directors of Financial Aid and Admissions & Records.
 - Admissions & Records will use the certified Instructor Withdrawal Form from the Dean of Academic Affairs to officially withdraw the student from the course.
 - The certified Instructor Withdrawal document must be filed with the student's records at Admissions & Records.
 - The student will not be reinstated back to the course.
- Absences within Two Consecutive Instructional Weeks – A student who is absent for two consecutive instructional weeks within a semester without any formal/official communication with his/her instructor or academic advisor regarding his/her absences.
 - Course instructor must report the student to the Dean of Academic Affairs using the Instructor Withdrawal Form checking (Absences within Two Consecutive Instructional Weeks) at the end of the second week.
 - Dean of Academic Affairs must certify the form and submit it to the directors of Financial Aid and Admissions & Records.
 - Admissions & Records will use the certified Instructor Withdrawal Form from the Dean of Academic Affairs to officially withdraw the student from the course.
 - The certified Instructor Withdrawal document must be filed with the student's records at Admissions & Records.
 - The student will not be reinstated back to the course.
 - The final grade of the student will be a "W" grade with the last date of attendance as the last date of student actual class attendance.
- If and when a student is instructionally withdrawn from all registered courses during a semester; the student's Academic Advisor must contact the student for the institutional clearance process.
 - The Academic Advisor must discuss and complete the following with the student:
 - Student individual education plan
 - Student responsibility of any debt owed to the College
 - Institutional clearance with the College

Note to Academic Advisor - In any event that a student does not meet the Academic Advisor within two weeks of Academic Advisor's communication to discuss and complete the Clearance Form; the Academic Advisor must use the College Clearance Form from Admissions & Records to officially clear the student from the College.



President, Patrick U. Tellei, Ed.D

Date: 5/7/2018