



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 Never Attend Form on the eleventh (11th) day of instruction.
 - Dean of Academic Affairs must certify the form and submit it to the Director of Financial Aid and the student Academic Advisor.
 - The Academic Advisor must use the Withdrawal Form from Admissions & Records Office to officially withdraw the student from the course. The certified Never Attend document must be attached to the official withdrawal for record keeping purposes.
 - The student will not be reinstated 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 to his/her instructor or academic advisor regarding his/her absences.
 - Course instructor must report the student to the Dean of Academic Affairs using the Instructional Withdrawal Form at the end of the second week.
 - Dean of Academic Affairs must certify the form and submit it to the Director of Financial Aid and the student Academic Advisor.
 - The Academic Advisor must use the Withdrawal Form from Admissions & Records Office to officially withdraw the student from the course. The certified Instructional Withdrawal document must be attached to the official withdrawal for record keeping purposes.
 - 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 student actual attendance.

Patrick U. Tellei, Ed.D
President

Date