



August 7, 2023

TO : President, Patrick U. Tellei, EdD

FROM : Deikola Olikong, Academic Affairs Division

SUBJECT : Academic Policy-Attendance (AP01-2018)

The AP01-2018 was developed in 2018 with your approval dated August 7, 2018; same policy went through revisions with your approval on August 12, 2020. The only copy I can find is the attached hard copy for your reference. The AP01-2018 has been re-typed to allow an e-copy, to clean it and present it professionally. I am requesting for your signature one more time with exact same policy on August 12, 2020 without any revisions.

Your signature is requested with the attached policy. If you need additional information regarding this policy, please do not hesitate to let me know. Thank you very much and have a good day.

Attachment





PALAU COMMUNITY COLLEGE  
ACADEMIC POLICY – ATTENDANCE (AP01-2018)  
(Developed/Approved – August 7, 2018; Revised – August 12, 2020; Retyped – August 7, 2023)

- 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 (11<sup>th</sup>) day of instruction.
  - Dean of Academic Affairs must certify the form and submit it to the directors of the Office of Financial Aid and the Admissions & Records.
  - The 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 the 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Weeks: A student who is absent for two consecutive instructional weeks within a semester will be instructionally withdrawn from the course by his/her instructor.
  - Course instructor must report the student to the Dean of Academic Affairs using the Instructional Withdrawal Form checking (Absences within Two Consecutive Weeks) at the end of the second week.
  - Dean of Academic Affairs must certify the form and submit it to the directors of the Office of Financial Aid and the Admissions & Records.
  - The 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 the Admissions & Records.
  - The student may be reinstated by the Dean of Academic Affairs after two consecutive instructional weeks of absences. Reinstatement will depend upon an extenuating circumstance beyond student control.
  - 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 (IEP)
    - Student responsibility of any debt owed to the College
    - Institutional clearance with the College
  - 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 the Admissions & Records to officially clear the student from the College.

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President, Patrick U. Tellei, EdD

Date: 8/8/2023





PALAU COMMUNITY COLLEGE  
ACADEMIC POLICY – ATTENDANCE  
(Amendment to August 7, 2018)

- 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:  
(Amendment) 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. A student who is absent for two consecutive instructional weeks within a semester will be instructionally withdrawn from the course by his/her instructor.
  - 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.
  - (Amendment) The student will not be reinstated back to the course. The student may be reinstated by the Dean of Academic Affairs Division after two consecutive instructional weeks of absences. Reinstatement will depend upon an extenuating circumstance beyond student control.
  - 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:
    - o Student individual education plan
    - o Student responsibility of any debt owed to the College
    - o 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, EdD

August 12, 2020

Date