Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student’s 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student’s responsibility to
inform the instructor of the reason for an absence and to do so in a timely fashion.

Students enrolled in mandated developmental classes based on MCC’s developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course or courses will be required to follow the attendance guidelines in effect at the time of the student’s enrollment in the developmental course or courses.

Programs such as Cosmetology and many of the Health Sciences may have departmental attendance guidelines due to clinical requirements or requirements of approving agencies. (See appropriate departmental policies for details.)

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

SIX COURSE DROP RESTRICTION

McLennan Community College will comply with the Texas Education Code Section 51.907 in regard to the limitations on the number of courses that may be dropped under certain circumstances by undergraduate students.

Students who enroll at MCC as entering freshman or first-time college students during the fall 2007 semester or any subsequent semester may not drop more than six courses. The six-course limit does not apply to students who were enrolled in college courses prior to the fall 2007 semester. Students who have completed a baccalaureate degree at any accredited public or private institution are not subject to the six-course limit. The six-course limit includes courses taken at MCC or any other Texas public institution of higher education. If a seventh drop is attempted, the student and instructor will be informed that the student must remain in the course and the student will receive a grade of A, B, C, D, F, or I and will not be able to receive a W or withdrawal grade and will not be due a refund of tuition and fees.

All courses dropped after the semester census date are included in the six-course limit unless (1) the student withdraws from all
Drop exemptions can be approved if the student provides documentation that the drop was required for one of the following reasons.

1. The student experiences a severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course; Required documentation – Statement from doctor

2. The student becomes responsible for the care of a sick, injured, or needy person if the provision of care affects the student’s ability to satisfactorily complete the course; Required documentation – Statement from doctor regarding illness of the person being cared for; Statement from the sick, injured or needy person regarding the student’s role as the care-giver or, in case of a child, statement from the student

3. There is a death of a member of the student’s family or someone who is otherwise considered to have a sufficiently close relationship to the student that the person’s death is considered to be a showing of good cause; Required documentation – Death certificate, obituary from newspaper or copy of funeral program

4. The student or a member of the student’s family or a person who is otherwise considered to have a sufficiently close relationship to the student is called to active duty service as a member of the Texas military forces or armed forces of the United States; Required documentation – Military Orders

5. There is a change in the student’s work schedule that is beyond the control of the student, and that affects the student’s ability to satisfactorily complete the course; Required documentation – Letter from employer

6. The College determines other good cause for the student to drop the course

For purposes of this section, a “member of the student’s family” is defined to be the student’s spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, step-child, or step-sibling; a “person who is otherwise considered to have a sufficiently close relationship to the student” is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the college on a case-by-case basis.

MCC policies B-II and B-XIV-C should be followed regarding the assignment of W grades and the withdrawal from a course. If, after
consultation between the student and the instructor, there is a
decision to withdraw through the 60 percent point in the semester
or term, the student must submit the Change in Schedule Form to the
Office of Student Records. Students who wish to have a withdrawal
considered for one of the drop exemptions must note the exemption
on the Change in Schedule Form and submit the form to the Office of
Student Records as soon as possible or by the 60 percent point in
the semester or term.

After the 60 percent point in the semester or term and after
consultation between the student and the instructor, if there is a
decision to withdraw, it is the responsibility of the instructor to
submit the Change in Schedule Form to the Office of Student Records
as soon as possible and no later than the last class day of a
semester or term. If a drop is to be considered for one of the
exemptions, the exemption should be noted on the Change in Schedule
Form.

Students are responsible for providing the documentation supporting
the exemption. Such documentation must be provided to the Office
of Student Records as soon as possible or by the end of the next
long semester. Drop exemption appeals will not be considered after
one year.

The College’s student information system will track the number of
drops a student has toward the six-course limit. If a seventh drop
is attempted, the Office of Student Records will inform the student
and the instructor that the student must remain in the class and
receive a grade of A, B, C, D, F, or I and will not be able to
receive the W or withdrawal grade.

In general, all undergraduate courses offered by the College in the
fall 2007 semester or any subsequent semester taken and dropped
by an affected student are to be included in the six-course limit.
A course recorded on a transcript by a Texas public institution but
taken at an out-of-state location, or by distance learning by a
student outside of Texas should be included in the six-course
limitation. Courses comprised of lecture and a required laboratory
should be counted as one drop whether or not identified as separate
courses or as separate sections of a course. The following courses
or hours are exempt from the six-course drop limit:

1. Courses taken by students while enrolled in high school –
whether for dual credit, early admission, or for college
credit
2. Courses dropped at private or out-of-state institutions
3. Continuing education or non-credit courses
4. Developmental courses that do not generate academic credit
that could be applied to a degree at the College if the
course work is within the 27-hour limit (Texas Higher
Education Coordinating Board Chapter 13.107 – Institutions
shall not submit for formula funding any hours for remedial
and developmental courses for which the student has exceeded
27 hours of remedial and developmental courses in a public
community college, public technical college, or public state college.)

5. In fall 2007 and subsequent semesters, withdrawals approved under Academic Fresh Start will not be counted toward the six-limit drop limitation.

6. Non-funded courses

7. Courses which meet the definition of complete withdrawal

8. Courses dropped prior to the census date

Transfer students will be allowed to drop courses prior to receipt of all of their transcripts from institutions previously attended during their first semester at the college. Students will not be allowed to re-register until transcripts from all institutions previously attended are submitted to the College.

The number of course drops that a student has acquired toward the six-course limit will be posted on the official transcript.

Students affected by this law who plan to attend another institution of higher education should become familiar with that institution’s policies on dropping courses.