**Info and Answers on Attendance, Grading, Final Exams and Petitions**

**Provided by Dr. Wendy Stewart – Dean, Counseling & Enrollment Services**

**Attendance Exceptions**

* **What Title V says . . .**

A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances.  ‘No longer participating’ includes, but is not limited to, excessive unexcused absences.  ‘Extenuating circumstances’ are verified cases of accidents, illness, other circumstances beyond the control of the student. (58004)

* **What the Grossmont Catalog says . . .**

Instructors are obligated, at the beginning of the semester, to announce to students their policy regarding excessive absence. When absences exceed the number of hours a class meets in one week, you may consider dropping the student for excessive absence. (pg. 14)

* **What this means to instructional faculty . . .**

The excessive absence and attendance policy should be listed in the course syllabus. Instructors are required by Title V to accept a student’s “verified case of accident or illness” as an extenuating circumstance to excessive absences.  However, if the student has a medical illness or issue that is causing them to miss several courses, they should be advised regarding their ability to pass the class and if the situation warrants, encourage the student to drop the class or the instructor may initiate a drop, or if it is after the deadline, refer the student to Admissions & Records to petition for a medical withdrawal.

**Grading (including Finals)**

* **What Title V says . . .**

The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, as least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problemsolving exercises or skills demonstrations by students (55002).

* **What the Chancellor’s office says . . .**

The legal opinion of the Chancellor’s office regarding grading is that if a student has an “A” or 90% in the class and cheats on one assignment, they have already demonstrated proficiency in the course without the assignment and should be graded accordingly.

* **What this means to instructional faculty . . .**

The Chancellor’s office legal opinion can be interpreted for both situations of cheating and if a student does not take the final. If the student demonstrates proficiency in the course but does not complete a portion and can still pass the class without that portion, then the student must be graded accordingly.

**Final Exams**

* **What Title V says . . .**

No language in Title V that speaks specifically to final exams

* **What the Grossmont Catalog says . . .**

Formal written and/or performance examinations will be given at the end of each course and as frequently during the semester as sound evaluation practice dictates. Final examinations are required in all courses and must be given according to the schedule provided in the class schedule. No student may be excused from final examinations. Instructors will not ordinarily give final examinations at any time other than those regularly scheduled times. Additional language addressing Early and Late finals (pg. 15) – documented emergency or severe illness.

* **What the Schedule of Classes says. . .**

All classes are required to have final examinations . . . In the event a severe illness or emergency prevents a student from taking a final examination during the regularly scheduled time, instructors must be notified and the student must make up the examination as soon as possible. In all cases the illness or emergency must be verified.

* **What this means to instructional faculty . . .**

There are circumstances where a student MAY be granted an excuse, but the determination of the legitimacy of the reason and justification provided is ultimately left up to the instructor to make a decision regarding the situation. The spirit of the policy is to allow for some latitude for students who face legitimate extreme circumstances outside of their control, while still honoring the academic freedom of the instructor to determine a student's grade and if a make-up exam is warranted.

It is important to clearly define the policy regarding final exams in the syllabus. If an instructor does not feel a student can pass the class if they miss the final, then the method of evaluation for the course should reflect this, taking into account exceptions.

**Other Options . . .**

* **Petitions Committee chaired by the Dean of Counseling & Enrollment Services is designed to review any “exceptions” to policy, practice, and procedure.**

Examples include: a student with a legitimate medical extenuating circumstance who misses the final needed to pass the class: petition for a medical withdrawal