



<b>Policy Name:</b>	Class Attendance					
<b>Section Number:</b>	5.02	<b>Section Title:</b>	Student Affairs			
<b>Policy Owner:</b>	Chief Student Affairs Officer		<b>Last updated:</b>	February 2020	<b>Reviewed:</b>	May 2025
<b>Status:</b>	Active		<b>Due for Review:</b>	May 2030		

- 1) Jones County Junior College (Jones College) maintains that regular class attendance is a requisite if students are to succeed in their classes. All students are expected to attend class meetings regularly and promptly. There is a policy of no cuts at Jones College. Since there are times when students must be absent from class, they should contact instructors prior to the absence if possible. Students are responsible for all work missed regardless of the cause of the absence. Students who miss an announced test will receive a zero on the test unless the instructor and the Office of the Vice President of Student Affairs deems the absence to be of a justifiable nature.
  
- 2) Official Absences Official absences are those granted to students who are officially representing the institution at school sanctioned events. The Jones College employee responsible for requesting official absences for students must submit the request to the Office of Student Affairs at least twenty-four hours prior to the absence. A notification of the official absence will be posted. However, students are responsible for notifying instructors in advance of any absence and making preparation for assignments. With the exception of Official Absences, no absences are considered "Excused." Students who miss announced work or tests will be subject to syllabus policy and must justify the absence to the instructor. Absences due to extended hospitalization, military deployment, or other reasons determined by the Office of Student Affairs to be justifiable, will be handled by the Dean of Students on a case-by-case basis. A student's assigned grade of FA or W will vary depending upon the current withdrawal period when the drop occurs.
  
- 3) Single-Class Withdrawal Period. If a student withdraws from college completely, they may receive a grade of W in all classes. However, if a student wishes to withdraw from an individual class, the withdrawal is a "Single Class Withdrawal." The assigned grade will be determined by the timing of the withdrawal. Specific dates will be listed on each instructor's syllabus.
  - a) Students may drop/add during the 100% time with NO PENALTY- No grade on their transcript.
  - b) No Drop Period: Students are committed to a grade. If a student ceases to attend or participate in the course prior to the first date to receive a W, the student will receive a grade of FA. DATES WILL BE DIFFERENT FOR EVERY SESSION.
  - c) Students may request a withdrawal from the instructor and receive a grade of "W" on or after the withdrawal date until a specified point at the end of the semester. Withdrawal dates will vary by session and will be posted on each instructor's course syllabus.

- 4) **Appeal Procedure for Excessive Absences.** Students who are dropped from a course due to excessive absences must first petition their instructor for readmission to the class. The instructor may allow the student to be reentered if the absences are deemed to be justifiable. If the instructor does not grant readmission to the class, the student may then appeal to the Office of Student Affairs for readmission. All appeals to re-enter must be made immediately. Absences occurring during the appeal process will be counted against the student. Students have the right to file a grievance regarding the decisions made by instructors and the Dean of Students. Grievance procedures are available in the Grievance Procedure Policy.
- 5) **Withdrawals from College.** The permanent record of a student withdrawing from the College is not complete until they have officially withdrawn. If a student withdraws from college completely, they may receive a grade of W in each of their classes. The preferred method to withdraw from the College is by emailing [enrollmentservices@jcc.edu](mailto:enrollmentservices@jcc.edu) or calling 601-477-4257. Students may also contact their admissions counselor directly. Students wishing to withdraw completely from the College should be aware that withdrawing can affect financial aid and scholarship eligibility.
- 6) **Absences Due to Late Registration.** Absences occurring due to a student's late registration are considered a "missed class" and the absence is included in the student's total number of absences from classes.
- 7) **Academic Attendance Policy.** A student's assigned grade of FA or W will vary depending upon the current withdrawal period when the drop occurs.
  - a) The maximum number of absences allowed in a course will be determined based on the enrollment audit and reporting guidelines established by the Mississippi Community College Board. When a student's absences reach the probational level, the Office of Student Affairs will notify the student that absences are jeopardizing the student's chances of success in the classroom. Upon exceeding the number of allowed absences for a class, the student will be removed from the class due to absences. Please reference the course syllabus for the allowed number of absences a student may accrue before being placed on probation or removed from the class.
  - b) Students enrolled in hybrid or virtual courses are expected to make academic progress on a weekly basis. Progress will be determined by the student attending their assigned mandatory face-to-face class meeting, participating in virtual class meetings, and /or completing online assignments. Merely signing into the class through Canvas, but not completing any work, will not count as academic progress. Should a student choose not to make academic progress in a class, absences shall be recorded to reflect that action.
  - c)
  - d) **Day Class Tardies.** Students who arrive after class begins are charged with a tardy. Students missing more than ten minutes of class time will receive an absence for that time period.
  - e) **Evening Class Tardies.** Students who arrive after class begins are charged with a tardy. Students missing more than 30 minutes of class time will receive an absence.
- 8) **Career/Technical/Industrial Attendance Policy.** Career and Technical Programs have program specific policies on absences and tardies. Policies on absences and tardies will be detailed in the program handbook or course syllabus.
- 9) **Health and Human Services Attendance Policy.** Health and Human Services Programs have program specific policies on absences and tardies. Policies on absences and tardies will be detailed in the program handbook or course syllabus. These policies are professionally accredited and state board mandated.

## JONES COLLEGE STATEMENT OF NON-DISCRIMINATION

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, Director of Counseling & ADA Coordinator, Student Affairs, phone 601-477-4070; email [ADACoordinator@jcc.edu](mailto:ADACoordinator@jcc.edu) and (Title IX) Dr. Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email [brittany.weatherford@jcc.edu](mailto:brittany.weatherford@jcc.edu). Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.