

Central Alabama Community College Adult Education Program Policy

Attendance Policy

1. Each class must maintain an overall class roll of at least 15 adult learners. The overall class roll includes students who are in pre-enrollment status, enrolled students, and students who no longer attend, but have not been separated.
2. Each class must maintain an active class roll of at least 10 and no more than 15 adult learners. The active class roll number only includes those who are currently attending.
3. Once a class has reached its maximum active enrollment of 15, new students will be placed on a waiting list until a class seat becomes available.
4. The waiting list will be maintained on a first come, first served basis.
5. Active students will be required to attend their assigned class meeting each day that class is scheduled for the hours that class is scheduled to meet.
6. An active student who is absent from class (unexcused) may be placed on "caution" status. A student on "caution" status who is absent from class (unexcused) a second time may immediately lose their attendance privileges and their seat may be assigned to the first available student from the waiting list.
7. An active student who is tardy, takes excessive breaks or leaves early (unexcused) may be placed on "caution" status, at the discretion of the teacher. If such behavior re-occurs, the student should immediately lose their attendance privilege and their seat should be assigned to the first available student from the waiting list.
8. Inappropriate behavior of any sort will not be tolerated. A "zero tolerance" policy for such behavior will be in effect in all classes at all times. At the first instance of inappropriate behavior the student may be placed on "alert" status or immediately lose their attendance privileges, at the discretion of the teacher. If such behavior re-occurs, the student should immediately lose their attendance privileges and their seat will be assigned to the first available student from the waiting list.
9. A student whose attendance privileges have been withdrawn may be placed at the bottom of the waiting list, should they wish to return and should the teacher be willing to readmit them.