



Name of Policy: Institutional Attendance Policy
Source: Academic Affairs
Date Revised: August 2022
Form to Complete: Not applicable

Consistent attendance is critical to learning, growth, and academic success; therefore, students are expected to attend all class meetings. Students must be present for all regularly scheduled examinations and course activities and should submit complete assignments when they are due unless alternative arrangements are made in advance with the instructor.

Institutional Attendance Guidance

The course instructor determines attendance policies. Instructors are required to report absences in their [MyKCAI portal](#) within 48 hours of the class meeting.

KCAI values our student's health and wellness, which is why each course allows a specified number and/or percentage of total absences before the absences impact the final course grade. In the instance that you will not be able to attend a class or course activity, please reach out to the instructor. Faculty and staff across the campus are here to help support you in your academic career. **However, it is your responsibility to manage your absences and ask for the help that you need throughout the semester to ensure your success.** You can access various helpful on-campus and telemedicine resources through the MyKCAI portal at https://mykcai.kcai.edu/ICS/Student_Resources/.

In addition to notifying the instructor, if you are unable to attend due to testing positive, being directly exposed, or experiencing symptoms related to COVID-19, Monkeypox, or other communicable illnesses, you should take the following steps:

1. Covid: email covid@kcai.edu for guidance
2. Monkeypox: call your doctor and email studentaffairs@kcai.edu for guidance

If you are unable to attend due to a chronic illness or injury, follow the policy/procedures outlined in KCAI's [Disclosure of Disability and Student Accommodation Process](#).

For the most up-to-date information on COVID-19 and Monkeypox, please refer to the [MyKCAI portal](#).

