



Name of Policy: Attendance
Source: AcademicAffairs and Student Affairs
Date Revised: July 2020
Form to Complete: N/A

**Policy:**

Consistent attendance is critical to learning, growth, and academic success; therefore, students are expected to attend all class meetings. Each instructor will clearly define the course attendance policy through the syllabus which will be distributed on the first day of class and will consistently apply this to all students enrolled in the course. Unexcused absences may result in lowered grades and/or course failure per the course attendance policy. Students must be present for all regularly scheduled examinations and submit complete assignments when they are due, unless alternative arrangements are made in advance with the instructor.

Students requesting attendance accommodations due to disabilities and/or chronic illnesses are to follow the policy/procedures as set forth in KCAI's Disclosure of Disability and Student Accommodation Process.

When a proper disclosure has been made to KCAI, federal law requires KCAI to excuse absences due to pregnancy and/or pregnancy-related conditions, including recovery from childbirth, as long as a student's doctor deems those absences medically necessary. Students who are absent due to pregnancy and/or pregnancy-related conditions may be eligible to make up missed work, take a leave of absence, or elect to take an incomplete grade. Students who are pregnant or recovering from childbirth are encouraged, but not required, to disclose their condition to the Disability and Academic Support Coordinator who can provide more information about excused absences and options for completing missed work.

Please see also refer to the First Day of Class Attendance Policy, Disclosure of a Disability and Student Accommodation Process, as well as the Pregnancy and Pregnancy-Related Conditions Disclosure Policy.