



Medical College of Georgia

Academic, Research, and  
Student Affairs  
Policy Library

## Class Attendance Policy

### Policy 4.05

Volume Enrollment  
Management  
Chapter 05 Class Attendance  
Policy

Responsible Office: Registrar  
Originally issued: unknown  
Revised: 1/14/2009

### Policy Statement

Regular, punctual attendance is expected of students in all classes at the Medical College of Georgia and is counted from the first class meeting each term. Students who incur an excessive number of absences are subject to academic penalty. Specific attendance requirements may be established by the individual schools or programs at the Medical College of Georgia as well as by the faculty for distance learning courses.

### Reason For Policy

To maximize the learning process, students enrolled at the Medical College of Georgia are required to attend classes.

### Entities Affected By This Policy

All students who are enrolled at the Medical College of Georgia are affected by this policy.

### Who Should Read This Policy

Students at the Medical College of Georgia and the faculty who teach them should be aware of this policy.

### Contacts

Contact	Phone	e-mail/URL
Registrar	706-721-2201	<a href="http://www.mcg.edu/students/Registrar/registrar@mcg.edu">http://www.mcg.edu/students/Registrar/registrar@mcg.edu</a>

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p405.pdf>

**Related Documents**

Medical College of Georgia Catalog:  
<http://www.mcg.edu/students/Registrar/regulations/attendance.html>

**Overview**

Regular, punctual attendance is expected of students in all classes at the Medical College of Georgia and is counted from the first class meeting each term. Students who incur an excessive number of absences are subject to academic penalty. Specific attendance requirements may be established by the individual schools or programs at the Medical College of Georgia.

Class attendance for distance learning students should be outlined on the course syllabus. While physical class attendance on the main campus may not be required, students are still required to log in to their on-line class and participate in the class via the Internet.

**Process/Procedures**

- Faculty are required to take attendance at the start of each class. Class rosters are available via Crystal Report (Registrar Class Roster WSC0114). Alternatively, the Primary Instructor can log into PULSE to verify the Class Roster.
- Initial class rosters should be verified by the faculty member before the end of the drop/add period (first four days of the term).
- Discrepancies in the roster are to be reported to the Registrar’s Office immediately.
- Final Class Rosters are to be signed by the primary instructor and submitted to the Registrar’s Office by the date posted on the Registration Schedule distributed by the Registrar’s Office.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.05, Class Attendance Policy, are:

Faculty	Verify class roster and report discrepancies Take attendance at every class
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