

Holmes Community College



2009-2010 District Bulletin



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2009-2010  
DISTRICT BULLETIN

HOLMES COMMUNITY COLLEGE  
RIDGELAND · GOODMAN · GRENADA

AMENDMENT IV to the 2009-2010 HCC BULLETIN

**The Absence Policy on Pages 60-64 has been replaced with the following and is effective Spring, 2010:**

## **ABSENCE POLICY**

### **Academic, Technical, and Career Absences**

**Academic & Selected Technical Classes:** Registration for a class makes the student responsible for attending that class until completed unless officially withdrawn. The college reserves the right to sever its relationship with (cut-out) any student who is excessively absent. Absences are counted from the first official class meeting to the last, inclusively. **Absences due to late registration and School Business Absences will be counted toward the cut-out number. Other documentation to substantiate absences can be presented to the chief academic officer (CAO) as they occur.**

Absences that are allowed for the various classes are as follows:

- M W F classes are allowed 6 absences
- T R classes or M W classes are allowed 4 absences
- M W F classes w/lab are allowed 8 absences
- T R classes w/lab or M W classes w/lab are allowed 6 absences
- Classes with or without labs that meet once a week are allowed 2 absences
- Classes with or without labs that meet twice a week are allowed 4 absences
- Classes with or without labs that meet three times a week are allowed 6 absences
- Accelerated day classes (MTWR) are allowed 4 absences
- Accelerated night classes (MW or TR) are allowed 2 absences
- Summer day classes are allowed 3 absences
- Summer night classes are allowed 2 absences

**Hybrid and E-Learning (online):** These courses have their own specific absence policies.

### **Technical, Career, and other selected programs:**

**Associated Degree Nursing Program:** Absences for the ADN Program's clinical nursing courses are considered excessive when they exceed 19 contact hours. Should an ADN student's absences exceed 26 contact hours in a clinical nursing course, the student will be permanently withdrawn from the class.

**EMT-Paramedic Program:** The EMT-Paramedic Program will allow a separate number of absences for each class. Absences must not exceed 1/8 of the total number of contact hours for the course. Any absence over that number will result in the student being withdrawn from class and removed from the program

**Selected Technical and Career Programs:** Automotive Technology, Collision Repair Technology, Heating & Air Conditioning Technology, and Welding have classes that are blended together on a daily basis, and students will be withdrawn *from all curriculum courses at the cut-out point.*

The school day is divided into two parts – morning and afternoon. A student who is absent in one part will be counted absent for one-half day. Any two one-half day's absences will constitute one complete day's absence. Instructors will attempt to warn students when they reach half of the allowed absences.

**Automotive Technology:** Three and half days are allowed.

**Heating, Ventilation, AC, & Refrigeration Technology:** Three and half days are allowed.

**Collision Repair Technology:** Five and half days are allowed.

**Cosmetology:** when absences exceed 30 hours per fall or spring semester (10 hours for the summer semester), the student will be cut-out

**Practical Nursing:** Three absences are allowed. Students may complete the other classes that semester (ones not cut out from) although they will not be allowed to progress to the next semester and will be required to retake all classes for that semester if they re-enter the PN program.

**Welding & Cutting Technology:** Four and half days are allowed.

## TARDIES

**Tardies (Academic & All Other Technical):** If students are more than **5 minutes** late to class, they are counted absent rather than tardy. Students should realize that tardiness causes a delay and disruption of a class. When a student is tardy to a class, he/she must remain after class and inform the teacher he/she was tardy, not absent. Failure to do this may result in his/her being reported absent and this will be impossible to correct at a later date. The first three tardies are equal to one absence. **Each tardy thereafter is counted as an absence.**

**Tardies (Heating & A.C., Collision, Machine Shop & Automotive & Welding):** A tardy is defined as being 1 to 5 minutes late to instruction. The first three tardies equal ½ day's absence. Every tardy thereafter is counted as a ½ day's absence. Furthermore, if a student is more than 5 minutes late, he/she will be counted ½ day's absence. For one day, the maximum penalty for being tardy cannot exceed one day's absence. For **Cosmetology** students, 30 minutes will be deducted for each tardy of 1 – 5 minutes. If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.

## REINSTATEMENT ON CLASS PROBATION POLICY

When the instructor records the last absence that cuts the student out, he/she is automatically withdrawn.

When a student is cut out and wishes to be considered for reinstatement, he/she must present documentation to the CAO or Career-Technical Education (CTE) within 5 school days of the date of the cut-out email or letter. During that time, the student must continue to attend class.

If a majority of the absences **were** extenuating circumstances, the student may be reinstated and will be placed on Class Probation for that class. Any future absence or tardy that is not due to valid, extenuating documented circumstances will result in an automatic administrative withdrawal from that class.

If a majority of the absences **were not** extenuating circumstances, the cut-out will be upheld.

### **Extenuating Circumstances: Required Documentation**

- A. Sickness: Statement from Doctor or Dentist, Note from a Parent, Guardian, Dorm Hostess
- B. Death in Family: Newspaper Obituary or Funeral Program
- C. Legal Situation: Matters as a result of Someone Else's Negligence Court Summons, Police Report, etc.
- D. Military Duty: Copy of Orders from Military Official
- E. School Business: Sponsor of Event Will Present CAO with Information

## APPEALS PROCEDURE FOR CLASS CUT-OUT

If a student is not satisfied with the ruling, he/she may initiate the Appeals Procedure below:

### Appeals Procedure\*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors).
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

### \*Please note the following:

- # Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.
- # The student may be suspended from activities during the appeals process.
- # Any student who fails to contact the President by the appointed date of his/her desire to appeal forfeits any further consideration for appeal.
- # The President's decision will be final.

**I certify the above amendment to be true and correct in content and policy.**



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Fran Cox, Vice President for Academic Programs

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12-1-2009  
Date