

determining what credits count toward the degree. The transcript, which is a permanent, comprehensive record of a student's academic history, will include a cumulative record of these courses and the hours earned.

CHANGES IN REGISTRATION

Each term, the Academic Office provides a timeline of dates for changes in registration. For specific dates, see the published Academic Calendar.

Courses dropped after the last day to drop without a grade receive a WP or WF grade on the transcript. Students who drop courses without approval or who drop courses in which they are failing after mid-semester receive a grade of WF. Students who drop courses in which they are passing after mid-semester receive a grade of WP.

COURSE CANCELLATION

Central Christian College of Kansas reserves the right to cancel courses that have insufficient enrollment (five students or fewer) or due to circumstances beyond the control of the College. Every effort will be made to inform students of the cancellation and to provide alternatives. Students may be given the option of taking the course as a Directed Study if a sponsoring faculty member can be identified or as an online course if it is being offered. Central Christian College of Kansas is not responsible for any delays in academic progress caused by course cancellations.

ATTENDANCE

The attendance policy at Central Christian College of Kansas is based on the College's respect for the individual and communal learning experience. Attendance at all classes, laboratories, field trips, rehearsals, etc., is the privilege and obligation of each student because it represents a commitment to scholarship and professional development. The interaction of students and teacher is an integral part of the education process, and as such cannot be replaced. Absences undermine individual learning and diminish the effectiveness of the group learning process.

A college degree represents scholarly work completed and presumes that the student was an active participant in the learning process. Therefore, to uphold fiduciary responsibility to the student, funding sources, and stakeholders, the College maintains a general attendance policy.

MONITORING ATTENDANCE (SAS)

The College monitors attendance in order to stay in compliance with regulations established by the Department of Education, Veterans' Administration and Health and Human Relations.

A student which has excessive absences will be confronted and asked to develop a plan for positive growth. Absences, for whatever reason, obligate the student to fulfill responsibility for work missed. Work to be made up and credited may be required at the discretion of the instructor.

Any student not participating within the first seven days of a course will be considered a *No Show* and withdrawn from the course, which may result in withdrawal from the College.

Any student with an excessive period of non-attendance (e.g. 14 days, 25% of the class), may be withdrawn from a course. The withdrawal process commonly occurs after the tuition refund date; therefore the student should carefully monitor attendance since withdrawal from courses frequently has residential, financial aid, athletic eligibility, academic, and financial consequences. **Withdrawal from courses can trigger a recalculation of Federal Aid.**

A student may appeal a withdrawal if he or she feels that the withdrawal was unwarranted or executed inaccurately. The appeal must be submitted in writing to the Academic Dean within 48 hours of the withdrawal.

In keeping with academic freedom, faculty members have the authority to develop individual attendance policies. Each instructor will publish the policy as part of his or her syllabus, to be presented at the beginning of each semester. Excessive absences, as defined by the instructor in the course syllabus, may impact a student's grade.

EXCUSED ABSENCES (SAS – RESIDENTIAL)

Excused absences include those absences that are caused by:

- Attendance at an event sponsored by the College and attendance by the student is required as part of a fiduciary responsibility.
- A medical illness confirmed through a physician's note.
- Emergency involving immediate family members.
- Service required by the Armed Services or Veterans Administration.
- Local emergencies *requiring* the presence of the student.
- Class field experiences that require attendance, as stated in the syllabus.
- Attendance at College events that are designated as educational in nature and have been recognized by the Academic Office.
- Observance of a religious holiday, in keeping with published doctrine.

Absences, as a result of the issues listed above, although they will not result in a direct penalty to the student, will