

# Faculty Tardy and Attendance Policy

## AA\_AO\_FC\_63

Responsible Officer  
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Responsible Office  
Academic Affairs  
Approving Body  
Board of Trustees  
Approval Date  
2019-09  
Last Revision  
2019-09  
Re-evaluation Date  
2021

### Policy Statement

Faculty should communicate with the Administrative Assistant to the Provost, Dean, EVPAA, or Provost if they are unavailable to attend a course.

### Policy Procedures

In most cases an announcement will be emailed or a notice will be posted on the classroom door when a professor finds it necessary to cancel a class. In the absence of notice, check with the Administrative Assistant to the Provost, Dean, Executive VP for Academic Affairs or the Provost for any available information. If the professor has left instructions, those instructions must be followed.