

Student Attendance Procedures

Passed at the Academic Affairs Committee Meeting on December 20, 2001

1. These procedures were established to encourage students to fully concentrate on their studies and education in Ming Chuan University.
2. Every student sits in his or her designated seat. If the seat is empty, then the student will be recorded as absent.
3. Military Training, Physical Education or other special courses can apply internal roll call by the instructor to Academic Affairs Division.
4. There are two types of roll call procedures.
 1. Internal Roll Call Procedure regularly or occasionally conducted by the instructor. Students who miss more than three hours of class should be given zero points by the instructor for the class performance grade.
 2. External Roll Call Procedure, regular checks during the middle or end of every class conducted by the Curriculum Section. The absent students will have half a point deducted from their conduct grades.
5. Students can check their record for missing classes online. If any error is discovered, a request to correct the record must be filed within two weeks.
6. Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these procedures were announced and implemented.

