



Name of Policy: Institutional Attendance Policy
Source: Academic Affairs
Date Revised: July 2026
Form to Complete: Not applicable

Consistent attendance is essential to learning, growth, and academic success. Students are expected to attend all class meetings, actively participate in course activities, and submit assignments on time unless alternative arrangements have been made with the instructor.

Institutional Attendance Guidance

Attendance policies are determined by the course instructor and are outlined in each course syllabus. Instructors are required to report student absences in the [MyKCAI portal](#) within 48 hours of the class meeting.

Each course specifies the number or percentage of absences permitted before attendance affects the final grade. Students are responsible for monitoring their attendance and notifying the instructor in advance of an absence. If advance notice is not possible, students should notify the instructor as soon as they are able.

Students experiencing ongoing or chronic conditions should follow KCAI's [Disclosure of Disability and Student Accommodation Process](#), available on MyKCAI under Campus Policies. Student support resources, including on-campus and telemedicine services, are available through [MyKCAI Student Services](#).