


M E M O R A N D U M

TO: COLLEGE COMMUNITY
FROM: CLIFFORD S. PETERSON 
SUBJECT: REVISED POLICIES ON CLASS ATTENDANCE AND
EATING AND DRINKING IN THE CLASSROOM
DATE: NOVEMBER 2, 1983

Upon the unanimous recommendation of the All-College Council, the following revised policies are effective as of this date:

Class Attendance

Instructors will formulate and disseminate attendance requirements in writing to their students during the first week of class and be responsible for maintaining such records as are necessary to monitor those requirements. All attendance records shall remain in the possession of the instructor. Upon prior notification of a legal requirement for maintaining the attendance record of a particular student(s), the faculty member shall be prepared to respond for a period of three years to inquiry regarding that student's attendance.

Eating and Drinking in the Classroom

Students and staff members shall be allowed to bring food and beverages into classrooms at the discretion of the instructor, provided that he/she assumes responsibility for insuring that no food or drink is left in the room following the class and that all containers, wrappers, and other refuse are disposed of properly.