

Policy and Procedure

Policy Number: 307R

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Division/Department: Academic Affairs, Student Affairs

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Subject: Attendance Policy

Authorities: Federal Financial Aid Regulations

Purpose: The purpose of the attendance policy is twofold. First, the policy acknowledges that specific attendance requirements for a course are the prerogative of the instructor. The policy also establishes a procedure for reporting non-attendance that appropriately determines the financial liability for students, ensures good stewardship of financial aid funds, and limits the financial aid liability for the college.

Policy: Students are expected to regularly attend classes in which they are enrolled. Instructors are expected to clearly state attendance/participation expectations and treatment of absences on their course syllabi, and students are expected to meet these expectations. Students who fail to officially drop or withdraw from their class(es) may be assigned a failure for non-attendance grade (FN). Students should not assume that their instructors have dropped them from the class roster due to lack of attendance and may not withdraw from a class simply by non-attendance. The College reserves the right to drop or withdraw a student who has neither attended the first class session nor been in contact with the instructor about the absence if it is in the best interest of the College. The College will default to the syllabus statements when conflicts related to attendance/participation occur between faculty and the student. Simply logging in for a distance/internet class, per financial aid regulations, does not qualify as participation.

Procedure:

- For face-to-face courses, faculty will assign an FN if the student did not attend scheduled class(es) and did not submit an assignment the first week of class.
- For distance/online classes, it is recommended Best Practice that faculty have one assignment due the first week and if the student does not submit that, an FN grade is assigned.
- Faculty enters FN on the class roster the second week of class, after the drop/add period. Faculty selects the *Never Attended* button of the Last Date of Attendance column on the class list.
- Course syllabus should include attendance/participation expectations and treatment of absences for “life events.”

- If a student is excessively absent, it is recommended that faculty complete a progress report and forward to the counselor. The counselor provides intervention(s) and determines, with faculty input, the appropriateness for continuing or withdrawing from the course.
- If the number of absences is excessive and the instructor determines it is not feasible for the student to be successful, the student will be advised to withdraw from the course.
- For students who initially participated and then stopped attending class, faculty will note the actual date of last attendance in the Last Date of Attendance column of their grade report. The definition of “last date of attendance” is at the discretion of faculty and may be different for faculty teaching online courses. These students earn an “F” for the course.

Responsibilities:

Dissemination:

Reviewed by Campus Roundtable: June 7, 2010

Approved: _____ Date: August 5, 2010

Robert L. Musgrove, President