

Procedure on Student Attendance

Goal: To develop a process for class attendance, inclusive of all course types and teaching modalities including in-person, online, and blended-learning that will:

- Encourage student success by improving procedures that support enrollment and retention
- Assure access of financial support for students at the earliest opportunity each term
- Maintain institutional compliance for the College in regard to federal financial aid

Procedure:

The College shall establish, communicate, and enforce a class attendance procedure that denotes incremental periods of attendance reporting.

*Attendance reporting for **all** courses (in-person, online, and blended-learning):*

- Class attendance shall be reported for all students enrolled in all courses; in-class/on ground, blended-learning, and online courses by the 15th day of the term, or equivalent. This includes all class formats: lecture, lab, practicum, co-op, internships, independent study, etc.
- All enrolled students for all modalities shall be reported as *attended* or *never attended* by the 15th day of the term, or equivalent, to ensure compliance with federal regulations.
- Faculty shall monitor attendance for each student, through the 15th day of the term, or equivalent, and report by the 15th day, or equivalent, during the designated attendance tracking window. The registration exception procedure may be used to re-register students, as applicable.
- At least one time, by the 15th day of the term, or equivalent, faculty shall report attendance for all students.

Participation requirement for online and blended-learning courses will include:

- Faculty will record an assignment or participation for:
 - *Online* – Record an assignment by the end of each of the first two weeks of each term. In addition, students are required to login at least two (2) or more days per week during the attendance reporting window.
 - *Blended-learning* – Record an assignment or verify physical attendance by the end of the first two weeks of each term.

NOTE: An assignment, as deemed appropriate by the faculty member, could include a discussion, a quiz, problems, exercises, written submissions, or other available assessments.

*Implications for students (**all** courses in-person, online, and blended-learning) who have stopped attending and have earned an F grade:*

- Faculty shall report a *last date of attendance* (LDA) for all students who have earned an F grade for a course.
 - Students who have stopped attending a course, after initial attendance reporting, and have earned an F grade shall have a last date of attendance (LDA) reported with the grade of F.
 - Students who have attended through the end of the semester and have earned an F grade shall be reported a last date of attendance (LDA) of the last designated date of the term.
 - Grade reporting of students who have stopped attending will occur at the end of the term.