

STUDENT ATTENDANCE

POLICY

Class Attendance

Students are responsible for complying with attendance requirements as established by each instructor. At the end of the add/drop period (five (5) class days after the class begins), faculty must report to the Registrar any student that has not attended classes. If a student has not attended any classes by that date and has not communicated the reason for their absence with a college administrator or instructor(s), the student will be administratively withdrawn from classes.

Online Attendance

Online courses are no different from classroom courses and students are expected to participate in all instructional activities as established by each instructor. At the end of the add/drop period (five (5) class days after the class begins), faculty will report to the Registrar any student who has not logged in as documented by Blackboard student tracking, posted on the Discussion Board, submitted/completed assignments, and/or communicated with the instructor. If a student has not participated by that date and has not communicated the reason for their absence with a college administrator or instructor(s), the student will be administratively withdrawn from online classes.

PROCEDURE

If a student has any unexcused absence (not attending class(es)), stops coming to class or communicating with the faculty, or does not complete weekly assignments at any point during the semester, the faculty should notify the Registrar within 48 hours via e-mail. The faculty should also complete the Academic/Code of Conduct Notice form. The Registrar will notify the student's academic advisor and the financial aid coordinator. The faculty will make a decision as to when they feel the student can no longer meet the attendance policy as outlined in their syllabus. The instructor will determine the grade of record, and if the student should be withdrawn from the course or receive a non-passing grade.