

ATTENDANCE

The college recognizes the correlation between student attendance and student retention, achievement and success. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Non-attendance may impact a student's financial aid. The college requires that instructors take and timely report student attendance.

Students are expected to attend all class sessions and laboratory periods for which they are enrolled. The class instructor defines circumstances under which an absence may be excused and absences are generally an individual matter between the student and instructor. Each instructor shall, in writing, at the beginning of each semester make clear to the students in the course the expectations regarding attendance. The attendance policy is located in syllabi or program handbooks. Students are responsible to instructors for class attendance and for any class work missed during an absence. Students are responsible for contacting instructors regarding work missed. Make-up assignments are only permitted with the approval of the instructor. Students who will be absent from class due to participation in athletics or a college-sponsored activity are responsible for completing all required coursework as provided by the instructor. The instructor determines how in-class activities associated with an absence(s) can be accommodated.

Instructors reserve the right to drop or withdraw students from classes due to lack of attendance at the point that a student has missed 25% of the class. Courses meeting twice a week correlates to 7 days; courses meeting once a week correlates to 4 days; online and summer courses correlate to 4 days. Certain programs may require more stringent attendance requirements.

Students are required to establish initial attendance in physical classes by the second week of class and in virtual classes by making a substantial contribution by the census day of the semester. [tenth class day for sixteen week term, fourth day of class for eight week term, second day of class for four week term]. The instructor determines a substantial contribution as a homework assignment, a quiz or test, or an appropriately involved discussion board posting.

Students failing to establish initial attendance by the census date of the semester will be reported as "no-shows" by their instructor. [tenth class day for sixteen week term, fourth day of class for eight week term, second day of class for four week term]

Student attendance in virtual classes will be established by weekly substantial contributions as defined above.

Students who wish to withdraw from a course must contact Student Services and/or the instructor to complete the drop process. Failure to withdraw can result in an "F" being posted on the student's transcript.

Policy History:

July 13, 2020
March 2, 2020
January 12, 2015
May 23, 2015
December 3, 2012
July 30, 2001

PROCEDURE: 504-1

ROSTERS, ROSTER CERTIFICATION, AND REPORTING ATTENDANCE

Rosters

- Access your class rosters before the first meeting of your class(es).
- Available at www.cccua.edu, Quicklinks at the top of the page, Faculty Campus connect
- If you do not have current access to Faculty Campus Connect, please contact your division chair to complete the Student Information System User Account Request form. For login/technical questions, please contact Tony Hargrove, thargrove@cccua.edu
- Check your Campus Connect class roster each day through the first ten days of classes. If a student is sitting in your class but his or her name does not appear on your Campus Connect roster, please refer them to Student Services. Keep in mind that the Blackboard roster will not reflect additions and deletions as they happen. Updates are made twice a day during the first 10 class days to add and delete students from Blackboard rosters so check Campus Connect rosters daily for changes.
- AV sections will be combined mid-week of the first week of classes. In order to have a record of which student attend at a particular AV campus, print AV rosters before that date. Do not post attendance to Campus Connect for AV classes until AV classes have been combined. Registrar will notify faculty when this is done.

No-Show's/Roster Certification

Roster Certification must be posted by the deadline provided on the current academic calendar.

Roster Certification can only be done once and should be done close to the tenth class day.

Steps to certify class roster:

1. Login to Faculty Campus Connect
2. Click "Roster Certification"
3. Select "Term", Select "Course", & click "GO!"
4. Select appropriate "Attendance Status"

5. Click “Submit”

Students are considered no-shows if:

- Traditional Classes:
 - Student on your roster has not attended a class by tenth class day.
- Online Classes:
 - Student on your roster has not completed an assignment by tenth class day.
 - Instructors need to require students to complete a substantive assignment by the tenth class day (an earlier deadline may be used) in order to determine if a student is a “no show”. Logging into Blackboard does not count as “attendance”.
 - Please get with your Division Chair if you need more information concerning substantive coursework.

Attendance

- It is absolutely required that all instructors use the attendance module after each class meeting, (AV instructors post after AV classes combined) and once weekly for online classes, to record student attendance. (See faculty handbook for details).
- Students receive automated email messages when an absence is recorded.
- The module does not automatically drop students. Instructors must download, complete, and submit drop forms for students who violate the attendance policy. Students exceeding the maximum number of absences may be dropped from class following a written alert (using email or early alerts) informing the student of the drop.

Procedure History:

February 10, 2020
June 15, 2016
