

303-02 ATTENDANCE—PROCEDURE

1. PURPOSE

Describe faculty and student expectations regarding attendance for in-person and online classes.

2. PROCEDURE

1. Definitions:
 - a. Attendance for in-person classes is defined by the Department of Education as physically attending a class where there is an opportunity for direct interaction between the instructor and student.
 - b. Attendance for online classes is defined by the Department of Education as taking an assessment, submitting an assignment, contributing in a chat or discussion, or emailing the instructor. Logging into an online course and then logging out is not considered attendance in an online class. Students must engage in an academically related activity.
2. Students are expected to regularly and punctually attend all classes in which they are enrolled. Requirements about attendance must be published in the class syllabus.
3. Students are responsible for notifying their instructors in advance of a planned absence and must complete all class assignments as required. Students are responsible for following registration deadlines and understanding the ramifications of dropping or withdrawing from a class.
4. Students may not be penalized for missing class for a religious observance, jury duty, military duty or other mandatory civic duty, representing the College in an official capacity, or participating on field trips for another class, if they have given the instructor reasonable notice. The instructor's syllabi should define *reasonable* notice.
5. Drop for non-attendance:
 - a. Students who do not attend the first week of an in-person class will be dropped. Similarly, students in online courses must attend by logging in and engaging in an academically related activity by 11:59 p.m., Saturday of the first week of class or they will be dropped.
 - i. Some classes have stricter standards that require students to attend the first day of class for in-person classes or to attend by a specific day during the first week of an online class. Instructors must define their attendance standards in their course syllabus. In addition, the requirements for attendance during the first week of class must be defined in the CCC online class schedule. Instructors may drop students anytime during the first week of class

based on the standards they define in their syllabus and in the CCC online class schedule.

- b. Students who are dropped for non-attendance during the first week (no-show) will have a fee charged to their student account. The amount is determined by the current rate approved by the District Governing Board.
6. Short courses and non-traditionally-scheduled courses follow a timeline proportionate to the regular semester.
7. Participants in the CAVIAT program must adhere to the attendance policy. However, the instructor must inform the High School Transitions office after two, consecutively missed in-person class meetings or one week of non-attendance in an online course and prior to removal from the class for any reason. The High School Transitions office will investigate the absences and facilitate all necessary drops between the CAVIAT Coordinator and the instructor.
8. Prior to FTSE, instructors must drop students who are not attending. After FTSE and prior to the last date for student-initiated withdrawal, instructors must withdraw students who are not attending.
9. Instructors are responsible for keeping accurate attendance records, reporting last dates of attendance, submitting the FTSE roster and final grades to the Registrar.
10. It is the students' responsibility to drop or withdraw from any class they do not intend to complete. Students are encouraged to discuss drop and withdrawal options with their instructors and with the Office of Student Financial Aid (if a financial aid recipient). Students may initiate a drop up to the 45th day of the semester without record. No grade will be recorded on the transcript. After the 45th day of the semester and before the final deadline to withdraw with a grade of "W," students may initiate a withdrawal from their class. A grade of "W" will be posted to their academic transcript.

3. BACKGROUND

1. References: ARS 15-1466.022
2. Revision history: 08/2000, 01/2003, 04/2004, 12/09/2009, 05/11/2011, 11/25/14 (editorial only); 04/13/2015
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 05/11/2011, 05/13/15

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