

303-02 ATTENDANCE—PROCEDURE

1. PURPOSE

To describe faculty and student expectations regarding attendance for in-person, hybrid and online classes.

2. DEFINITIONS

1. Attendance in an in-person or hybrid class: Physical presence of a student in the classroom where there is an opportunity for direct interaction between the instructor and student.
2. Attendance in an online class: Student engaging in course-specific academically related activity such as:
 - a. Taking a quiz, test or assessment
 - b. Submitting an assignment
 - c. Contributing in a discussion
 - d. Emailing the instructor regarding course-specific academically related content
 - e. The following are not considered attendance in an online class:
 - i. Logging into the course to look at its contents
 - ii. Emailing the instructor regarding matters that do not pertain to specific course content, e.g., student is sick, unable to attend, can't log in, can't get the book, etc.
 - iii. Student experiencing technical difficulties that prohibit them from participating in the course

3. PROCEDURE

1. Coconino Community College is not an attendance taking institution according to U.S. Department of Education definition. Faculty are not required to report attendance to the College on an ongoing basis. However, faculty are required to report no shows and complete the 45th day census (FTSE) for state reporting. Faculty and students both have rights and responsibilities regarding attendance.
2. Faculty rights and responsibilities:
 - a. Faculty are responsible for recording a grade of NS (no show) for students who do not attend at all during the first calendar week of school. Faculty must record no shows no later than 11:59 pm on Tuesday of the second week of class (for 16-week classes; see registration timelines for other class lengths).
 - b. If a student stops attending after the no-show period, faculty are encouraged to report a last date of attendance at the time they submit final grades.
 - c. If an external agency or board requires attendance taking for a particular program of study or course, then the faculty member must follow the requirement, publish that attendance procedure in the class syllabus, and record attendance and drop students as required by the external agency or board.

d. Full-Time Student Equivalency (FTSE) Census: As described in Arizona Revised Statute §15-1466.02(C), each faculty member shall indicate as “not attending” on the 45th day census each student who has not been attending class, even if the student has not formally withdrawn from the course. Students wishing to receive a grade of “W” instead of the earned grade must still follow the College’s withdrawal procedure.

e. Individual faculty may create attendance requirements for their classes beyond those listed in this procedure. Any attendance requirements created by faculty must be published in their class syllabi.

3. Student rights and responsibilities:

a. Students must attend their classes the first week of school or a grade of NS will be recorded by their instructor.

b. Students will not receive refunds for classes in which they have received an NS grade. Students are financially and academically responsible for all courses that they do not drop by published deadlines.

c. Students must drop or withdraw from any class they do not wish to complete. The Office of Registration and Enrollment Services publishes instructions for students to follow when dropping or withdrawing from classes. Students are encouraged to discuss drop and withdrawal options with their academic advisor and the Office of Student Financial Aid (if a financial aid recipient).

d. Students have the right to appeal a grade of NS through the Office of Registration and Enrollment Services.

4. BACKGROUND

1. References: A.R.S. §15-1466.02
2. Revision history: 08/2000, 01/2003, 04/2004, 12/09/2009, 05/11/2011, 11/25/2014 (editorial only); 04/13/2015, 05/01/2019
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 05/11/2011, 05/13/2015, 05/01/2019