

ATTENDANCE

I. Policy Section

8.0 Students

II. Policy Subsection

8.8 Attendance

III. Policy Statement

Each faculty member is required to create and make available a course syllabus which clearly and explicitly describes the policy. Attendance policies must consider military deployment and program readmittance. Faculty members are encouraged to create an attendance policy that takes into consideration absences for college related activities, personal issues, and court appearances.

As an attendance taking institution, the Department of Education requires that institutions report when a student has not attended a course within 14 calendar days. Students are administratively withdrawn from the class once they have been reported as not attending. Faculty will report the last date of a student's academic engagement in the course through the college's attendance reporting systems.

Students must understand that they are responsible for class work missed during an absence, doing any extra work that may be required to replace in-class activities, and that missing class will impact student learning and may negatively impact grades. Each faculty member's attendance policy, as stated in the course syllabus, is the final authority on any academic consequences associated with missing a class.

Attendance policies must take into consideration the need to comply with requirements of state and federal laws including the Americans with Disabilities Act, Title IV, and Title IX.

Each faculty member is required to maintain an accurate daily record of the attendance of each student enrolled in each of the faculty member's classes. This record should include the date of last attendance in the case of a student receiving an E or a W in the course.

IV. Reason for the Policy

Grand Rapids Community College believes that attendance is essential to student success and sees excessive absenteeism as a very serious matter, but also believes the classroom instructor is the best evaluator of the impact attendance may have on student success in any given course.

V. Entities Affected by This Policy

Students, Faculty, and Staff

VI. Who Should Read This Policy

Students, Faculty, and Staff

VII. Related Documents

College Catalog
Student Handbook
Faculty Association Contract
Common Syllabus Template

VIII. Contacts

Policy Owner: Provost

AGC

Faculty

Associate Deans

IX. Definitions

Class Attendance Policy: The policy for what constitutes attendance in a course, located in the class syllabus.

Last Date of Attendance: The last date that a student physically attended a course or academically engaged in a course (according to the requirements of attendance/engagement of the class syllabus).

Attendance: Physically attending a course, this measure may be used for in-person, hybrid, and virtual courses to report attendance in a class.

Academic Engagement: [87 FR 65485, Oct. 28, 2022] Active participation by a student in an instructional activity related to the student's course of study that -

(1) Is defined by the institution in accordance with any applicable requirements of its State or accrediting agency;

(2) Includes, but is not limited to -

(i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;

(ii) Submitting an academic assignment;

(iii) Taking an assessment or an exam;

(iv) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;

(v) Participating in a study group, group project, or an online discussion that is assigned by the institution; or

(vi) Interacting with an instructor about academic matters; and

(3) Does not include, for example -

(i) Living in institutional housing;

(ii) Participating in the institution's meal plan;

(iii) Logging into an online class or tutorial without any further participation; or

(iv) Participating in academic counseling or advisement.

X. Procedures

1. Class syllabus documents must indicate the class's attendance policy.
2. Instructors must regularly submit the last date of attendance of students through PeopleSoft's Faculty Online Center for any students that have not attended in accordance with the class's attendance policy. Students must be reported as never attended or stopped attending no later than 14 days after their final date of attendance.
3. Students reported as never attended or stopped attending prior to the withdrawal date of the class are administratively withdrawn from the class,. Students cannot earn a letter grade due to non-attendance prior to the last day to withdrawal.
4. Once a student is reported as never attended or stopped attending, they will receive an email notification with the details of the class that reported them as never attended or stopped attending.
5. Attendance is reported until the withdrawal date for the class. After this date, attendance is still tracked but students will earn a letter grade and be ineligible for an administrative (attendance) withdrawal.
6. A student who has been reported as never attended or stopped attending may not be re-enrolled in the course, unless there has been an error in the attendance reporting.
7. If there is an error in the faculty class record book, students should reference the grade grievance process found under the grading policy.
 1. Student contacts the faculty member regarding the error in attendance reporting.
 2. If no response, the student would contact the Department Head to respond to the concern.
8. A faculty's attendance report is the final determination of student attendance.
 - 9.If there is an error in the faculty class record book, students should reference the grade grievance process found under the grading policy.

XI. Forms

N/A

XII. Effective Date

Fall 2023

XIII. Policy History

Adopted in 1991

Revised in 2010-2011

Revised in 2013-2014 (replaces 8.8A & 8.8B)
Revised in 2018
Revised in 2023

XIV. Next Review/Revision Date

2026-2027

XV. Next Review/Revision Date

2027-2028