

## 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 course attendance policy. Faculty members are encouraged to create an attendance policy that takes into consideration anticipated (such as College-related activities, personal issues, etc.) and unanticipated (such as trauma, military duty, court appearances, etc.) absences.

Attendance policies must comply with the 14-day absence rule as defined by Department of Education (Title IV administration). When a student has not attended a course during a 14 calendar day period, this absence is reported by faculty to the institution, and this report would initiate a withdrawal of that student from said class. Faculty do not need to report an absence when a student is in communication and there is a shared understanding on how that student is making progress in the course.

Students are responsible for contacting their instructors regarding absences. 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 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

VIII. Contacts

Policy Owner: Provost  
Faculty  
Associate Deans

IX. Definitions

None

X. Procedures

None

XI. Forms

None

XII. Effective Date

July 1, 2014

XIII. Policy History

Adopted in 1991  
Revised in 2010-2011  
Revised in 2013-2014 (replaces 8.8A & 8.8B)  
Revised in 2018

XIV. Next Review/Revision Date

2022-2023