

Academic Governing Council
Decision Form

This form is to be used when the Academic Governing Council makes a decision on an issue. This form is sent to the Provost.

Decision:

The Academic Governing Council voted to replace the existing Policy 8.0 Faculty Attendance and Policy 8.0 Student Attendance with the Policy 8.0 Student Attendance.

Changes Made:

- Combined policies 8.8 A and 8.8 B to create a single attendance policy.
- Updated language to be consistent with current policies and practices.
- Omitted reference to dropping students and the No Show (NS) notation.
- Included wording about complying with state and federal laws.
- Made language consistent with that in benchmarked institutions' attendance policies.

Rationale:

This policy review was part of a regularly scheduled review of college academic policies. The current attendance policy included two sections, one for students and one for faculty members, with inconsistent language. Upon review of the current policies and comparison with benchmark institutions' policies, the Attendance Policy Committee reaffirmed the intent of the two policies and combined them into a single policy with consistent wording.

Supporting Data:

The Attendance Policy Committee benchmarked attendance policies at eight other institutions, including Delta College, Ferris State University, Grand Valley State University, Lansing Community College, Michigan State University, University of Michigan, and Western Michigan University. While stated in various ways, all institutions basically stated that the course instructor was responsible for establishing and implementing the attendance policy of a course.

Implications for Action:

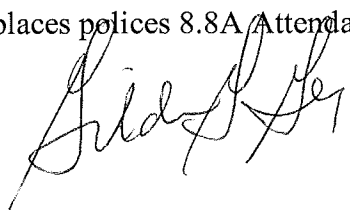
The revised policy is consistent with current academic policies and practices and maintains the intent of the former attendance policies.

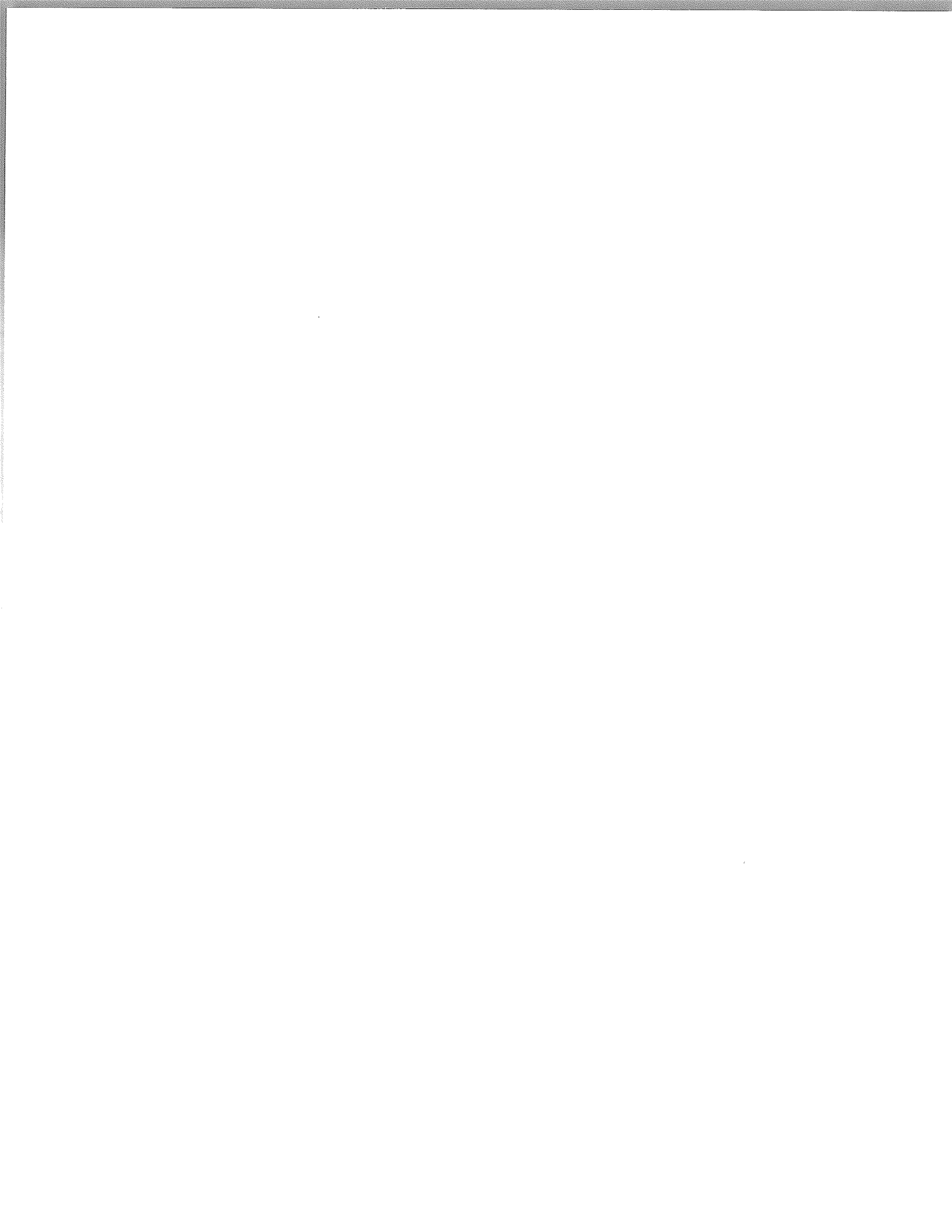
Evaluation Plan: This academic policy should be reviewed again in 2018-2019.

Date of Decision by AGC: December 10, 2013

Response from Provost: The Provost endorses the Attendance policy as approved by the AGC effective July 1, 2014.

- This policy replaces policies 8.8A Attendance (Faculty) and 8.8 B Attendance (Students)

 2.24.14



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.

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 and Title IX.

Each faculty member shall 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
- the Faculty Association Contract

VIII. Contacts

Faculty
Associate Deans
Provost

IX. Definitions: See Procedures

N/A

IX. Procedures

N/A

X. Forms

N/A

XI. Effective Date

July 1, 2014

XII. Policy History

Adopted in 1991

Revised in 2010-2011

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

XIII. Next Review/Revision Date

Reviewed 2018-2019