

CCA IN 2.4: Class Attendance

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GUIDELINES

The Community College of Aurora (CCA) has established the importance of regular, punctual class attendance as necessary for students to obtain the maximum benefits of instruction. Attendance requirements for individual classes are determined by the course instructor. Students are expected to comply with those requirements.

Only persons who are registered for a particular class may attend that class, with the exception of trained interpreters where appropriate. If a student is in class but is not showing up on the class roster, the instructor should refer the student to the Admissions, Registration and Records Office prior to the course census date.

Attendance Tracking and Follow-up

At the beginning of each course, the instructor will convey the attendance requirements for the course to students in writing on the course syllabus. It is each student's responsibility to consult with the instructor regarding official or unofficial absences. Documentation of absences begin with the first scheduled class meeting.

Students who do not meet the attendance requirements as determined by the course instructor may be dropped. Students who fail to attend the first scheduled class meeting and do not contact the instructor about the initial absence, may, at the option of the instructor, be dropped.

Faculty must record and keep up-to-date attendance registers in D2L throughout the semester. Online courses are the only courses for which attendance tracking is not required with the exception of no-show reporting as noted below.

No-Shows

A student is considered a no-show and must be recorded as such by the instructor based on the following criteria for different types of courses.

- *Traditional Face-to-Face Courses:* a student is considered a no-show if he or she has not attended any class session prior to the course census date.
- *Online Courses:* a student is considered a no-show if he or she has not completed and submitted a graded, content-based assignment by the course census date.
- *Hybrid Courses:* a student is considered a no-show if he or she does not attend the first hybrid meeting date for the course prior to census date *or* has not completed and submitted a graded, content-based assignment by the course census date.
- *Open-Entry/Self-Paced Courses:* a student is considered a no-show if he or she has not completed and submitted a graded, content-based assignment by the course census date.

Faculty members must report no-shows in the *Faculty Grade Assignment section on the Faculty tab in MyCCA*. Faculty members must note a zero in the attended hours column for each student who has not participated according to the above noted criteria. Students who are reported as no-shows, that is, with no recorded hours of attendance up to the census date, will be dropped from the class at that time. Any student who withdraws prior to the census date will show up as such on the class roster and no further action is needed from the instructor.

Withdrawals

Students are responsible for withdrawing from a course and/or the college when they are unable to continue with that engagement. Students who fail to officially withdraw, or who withdraw after the withdraw deadline, will receive an F for the course on their permanent transcript record. See organizational guidelines *SA 2.9 Dropping or Withdrawing from Courses* and *SA 2.5 Withdrawing from CCA* for additional information.

Official Absences

Official absences do not count against the maximum number of absences allowed by an instructor when advance notice and proper documentation are provided. Students are responsible for making arrangements with the instructor to make up missed work. The following are considered official absences:

- Involvement in an official activity of the college, i.e., field trips, tournaments, athletic events □
Jury duty and subpoenas
- Military commitments
- Death of an immediate family member
- Religious holidays

In the event of military commitments, absences for periods of up to one week will not be counted against the maximum number of allowed absences. The student must provide documentation of the specific

orders and length of assignment. If the length of the absence will be longer than one week, the instructor and student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class. In the case of open-entry classes, the student also has the option to request an extension.

Students have the right to observe major religious holidays without penalty or reprisal. Absences for such holidays will not count against the number of allowed absences. At least one week before the holiday, the student must submit an official absence request to the instructor.

Retention of Attendance Records

Attendance records are part of the official college record and must be retained by the appropriate academic division electronically on the designated information management system, currently the Instructional Docs drive, for a minimum of one year from the course end date. The administrative assistant for the department will ensure that attendance data submitted by faculty members are saved in the proper location.