

### 3357:13-14-40 Student Attendance and Engagement Monitoring Policy

- (A) Students are expected to attend and participate in their classes; therefore, faculty must monitor student attendance and participation and incorporate these requirements into their course syllabi.
- (B) To ensure the commitment to student success, attendance must be tracked in all classes, regardless of modality, starting with the first day of the class. This is mandated by regulations established by the Department of Education and the Veterans Administration. Faculty are required to keep accurate records of attendance in the learning management system (Canvas), and students are required to attend class and participate in their learning. Failure to attend class and/or participate in their learning may result in students being withdrawn from the class.
- (C) Educational research demonstrates that students who regularly attend and participate in all scheduled classes are more likely to succeed in college. Therefore, punctual and regular attendance and participation in all scheduled classes are regarded as integral to all courses and are expected of all students. Faculty are encouraged to use Early Alerts as soon as they detect any attendance/performance problem to reduce the need for administrative withdrawals.
- (D) Student engagement is based on the “active pursuit” of learning, which can be measured by class attendance, class participation (in class or online), taking required quizzes/examinations, and submission of work assignments or papers.

Student engagement consists of a student attending at least 60% of the class sessions, (there should be attendance throughout the course) and/or completing 75% of the assignments at the midpoint of the course. Exceptions sometimes can be made when personal/family/employment difficulties arise and there is on-going communication between the student and faculty member. The communication must be documented, and the faculty member and student must be in agreement regarding the exception to the policy. Procedures for monitoring student engagement are contained in “Procedures for Monitoring Student Engagement” (14-402).

- (E) Taking attendance also has financial implications for students and the college. The Federal Title IV Refund Policy (R2T4) requires the college to re-compute aid eligibility for those who drop or stop attending all of their classes. This may result in a student owing financial aid funds back to the college and in turn the college being required to repay the U.S. Department of Education whether or not it received the funds from the student. Such a student would be referred for debt collection to the State of Ohio and would be prohibited from re-enrolling at the college. Procedures for monitoring student attendance are contained in “Procedures for Monitoring Student Attendance” (14-401).

Effective: November 24, 2020

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Review Dates: 4/26/78, 7/1/97, 5/1/15, 11/24/20, 6/28/22

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