

3357:13-14-401 Procedures for Monitoring Student Attendance

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.

- (A) The Student Records office will initiate the attendance reporting process by informing the faculty the student information system is now open to input information on non-attendance. Faculty will access the course rosters through the portal and mark the name of any student on the roster who has NEVER attended. Session A and Session B courses have shorter timeframes for submitting attendance compared to full-term (16 week) courses.
 - (1) Session A and B course attendance is due at noon one week from the start day of the session.
 - (2) Full term course attendance is due at noon two weeks from the start of full-term courses.
 - (3) Alternate dates will be determined each term for flex courses and CCP courses taught at high schools that do not follow the same timeframes.
 - (4) A reminder will be sent in advance to instructor emails by the Registrar for each timeframe.

- (B) Faculty must review the roster to determine if there is a student sitting in class who is not listed on the course roster, notify the student they are not listed on the roster and refer that student to the Student Records office.

- (C) Faculty should make a reasonable attempt to contact the student prior to Initial Attendance Reporting deadline. These attempts include, but are not limited to the following: 1) email; 2) Canvas message; 3) telephone calls; 4) Early Alert submitted through Aviso Engage.
 - (1) All outreach attempts must be documented in Aviso Engage.
 - (2) Faculty are able to solicit assistance from academic staff to assist with the outreach, if warranted.

- (D) After reasonable attempts to contact the student have been made and the student has not attended or responded to outreach, the student will be withdrawn from the class.
 - (1) A student withdrawn in this manner may be readmitted to their class with the approval of the faculty member and the Dean and/or Assistant Dean in consultation with the financial aid office.
 - (2) A financial impact may occur and the student may have to pay out of pocket or verify there is a financial overage on their account and fill out a course Add/Drop form before they can be added back into the course.

- (E) Attendance includes at least one of the following:

- (1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students
 - (2) Submitting an academic assignment
 - (3) Taking an exam, an interactive tutorial, or computer-assisted instruction
 - (4) Participating in an online discussion post/assignment
 - (5) Initiating contact with a faculty member to ask a question about the academic subject studied in the course
- (F) Attendance does not include:
- (1) Logging into an online class without active participation
 - (2) Participating in academic counseling or advising

Effective: April 4, 2023

Next Review: April 1, 2028

Review Dates: 4/26/78, 7/1/97, 5/1/15, 4/19/21, 3/29/23, 4/4/23