

### 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 taken 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, 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 Failure to attend class and/or participate in their learning may result in students being withdrawn from the class.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 is regarded as integral to all courses and is expected of all students.
- (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 term) and/or completing 75% of the assignments at the midpoint of the term. Exceptions can be made where there is on-going communication between the student and faculty member. The communication must be documented and faculty member and student must be in agreement regarding the exception to policy. Procedures for monitoring student engagement are contained in “Procedures for Monitoring Student Engagement.” (14-402).

- (E) Taking attendance also has financial implications for the students and the college. The federal government mandates that federal monies for non-attendees who receive federal financial aid be returned to the federal government. Reporting of non-attending students will reduce the amount of tuition bills due to recalculation of Title IV federal student aid, as well as the number and amount of delinquent bills sent for collection. Procedures for monitoring student attendance are contained in “Procedures for Monitoring Student Attendance.” (14-401)

Effective: May 1, 2015

Expires: May 1, 2020

Review Dates: 5/1/15