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## STUDENT ATTENDANCE PROCEDURE

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**Category:** Academic

**Name of Responsible Office:** Academic Services

**Title of Responsible Executive:** Provost and Vice President,  
Academic Services

**Date Established:** Click to enter a date

**Date Last Approved:** Click to enter a date

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### Process

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#### BACKGROUND

Monroe Community College will maintain procedures to document and report student class attendance. Instructors are responsible for keeping and reporting accurate attendance records, and for reporting last dates of attendance, as required by the Code of Federal Regulations 34.688, *Student Assistance General Provisions*.

This procedure will result in the following benefits to MCC's students:

- Is consistent from course to course and instructor to instructor so that students will be withdrawn in a uniform and equitable manner.
- Helps detect at-risk students in time to provide outreach and wrap-around supports.
- Encourages best practices in course design.
- Makes connections between attendance and success more visible and less arbitrary.
- Students will have a clearer understanding of the withdrawal policy, and this will set the same expectations for every course at the college.
- Students can appeal for reinstatement in the course using a standard process.

#### SUMMARY STATEMENT

A student who has missed a number of classes equal to 30 percent of the seat time for that class will be automatically withdrawn. Students will have the right to appeal this withdrawal and request re-enrollment in the class. Students will have the right to continue attending class during the appeal process.

#### DESCRIPTION OF THE ATTENDANCE TAKING PROCESS:

1. Faculty will keep daily attendance and report each week's attendance by Monday of the following week in MCC's Starfish system.
2. An automated system will be developed wherein students who have missed 30% of the seat time in a course will be withdrawn automatically from that class.
  - a. The Course Information Sheet (CIS) memo and CIS template will include information on the automated course withdrawal process to be included in all Course Information Sheets. (See *Appendix A*).
  - b. The student will receive an automated alert generated by Starfish when their absences reach 10 percent (*Appendix B*) and 20 percent (*Appendix C*) of seat time, and again when the absences approach 30 percent (*Appendix D*).
    - i. The instructor will be copied on these emails.

- ii. These warnings will trigger outreach from college support staff, who will make referrals for wrap-around support aimed at retaining the student and helping them succeed.
    - iii. Students' assigned advisor(s) will receive a copy of these warnings.
    - iv. Other faculty and staff who are associated with the student via Starfish, such as coaches, counselors, etc. will also receive a copy of these warnings.
  - c. At 30 percent, the student will receive an automated email informing them that they have been withdrawn, and notifying them of the appeal process (Appendix E).
    - i. Students' assigned advisor(s) will receive a copy of this email.
    - ii. Other faculty and staff who are associated with the student via Starfish, such as coaches, counselors, etc. will also receive a copy of these warnings.
3. Students can appeal the automated course withdrawal process in order to apply for re-enrollment in the class.
  - a. Students are directed to contact their instructor to explain why they deserve re-enrollment in the class.
  - b. The instructor may allow the student to re-register, and can contact Registration and Records to re-enroll the student.
  - c. If the instructor does not allow the student to re-register, or does not reply to the student's request within 72 hours, the student may contact the Department Chair (Appendix E).
  - d. The student's ability to pass the course will be considered in the appeal process.
  - e. The faculty and Department Chair will work with relevant personnel to ensure compliance with Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments Act of 1972.
4. This automated course withdrawal process will be in effect until the individual course withdrawal deadline each semester.

### **ABSENCES DUE TO CURRICULAR/CO-CURRICULAR ACTIVITIES AND EXTENUATING NON-ACADEMIC REASONS**

Curricular absences are directly related to class activities such as field trips, and should be noted in the students' Course Information Sheet (CIS). If dates for the curricular activity are not noted in the CIS, instructors should relate information on the required course activity(ies) to students as close to the beginning of the semester as possible. Students are responsible for providing the information to their instructors and for working with their instructors to make up any missed assignments/tests/quizzes that result from missing class(es) for the activity. If an instructor is not amenable to allowing the student the opportunity to make up the missed work, the student should inform the instructor with the curricular activity and then decide if it is in their best interest to participate in the activity.

Co-curricular absences relate to activities the student may be involved in outside the classroom and include school team sports, writing competitions, participation with the school newspaper or governance functioning, and student clubs. In the event a co-curricular activity coincides with a scheduled class and other instructional activities including, but not limited to clinical assignments, internships, and laboratory instruction students should discuss the potential absence with their instructors to determine if class and/or other work can reasonably be accommodated; if

it cannot be accommodated, the student must decide if being absent from the class or other learning activity is advisable given the academic requirements of their class(es).

Extenuating non-academic absences related to absences for personal illness, family illness or death, child-care emergencies, jury duty, personal problems or unforeseen circumstances (e.g., automobile accident). Students are responsible for informing their instructors of any planned absences as soon as possible and for contacting the instructor if an unforeseen event such as an accident, occurs. Students are responsible for working with their instructors to make up all missed work.

### **ABSENCES DUE TO DISABILITY**

Students requesting attendance accommodations must self-identify with the Office of Disability Services by submitting proof of disability documentation. Students should allow sufficient time to obtain services from the College. All requests for accommodations should be made as early as possible, at least 30 days in advance of the need. Later requests may result in a delay of receiving accommodations. Students must contact the Office of Disability Services on the Brighton Campus or Student Engagement Center on the Downtown Campus to schedule an Intake Meeting or Reinstatement Meeting in order to activate accommodations.

It is the student's responsibility to meet with each faculty member to address and determine how he/she will complete the essential elements of the course in the event that they are absent. In situations where the student requires flexibility due to a medical condition, the student may be granted a reasonable amount of flexibility with excused absences, exams dates, deadlines, and participation points. The Flexible Attendance/Deadline Agreement should be considered on an individual, course-by-course basis. The method and timing of notification of absences and making up any missed assignments, exams, etc. should be mutually agreed upon and detailed in the Flexible Attendance/Deadline Agreement. In cases where attendance is an essential part of the class, a withdrawal or an incomplete may be considered if absences become excessive and the student is unable to fulfill the essential elements of the course. Examples of alternate course work related to exams, assignments and/or participation are available through the Office of Disability Services.

### **ABSENCES DUE TO PREGNANCY OR RELATED CONDITIONS**

Students should immediately contact the Title IX Coordinator at (585)-292-2108, or by visiting Room 1-300D at the Brighton Campus for information and support of their rights regarding pregnancy or pregnancy-related conditions. The Title IX Coordinator notify ensure Office of Students with Disabilities and direct the student to work with that office to set up any accommodations needed with respect to their pregnancy. Title IX pregnancy accommodations are not retroactive.

Faculty members must make reasonable accommodation for a student experiencing pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, including:

- Giving a student a reasonable amount of time to make up missed assignments,
- Not penalizing the student for being absent from class(es), and
- Allowing the student to re-enter the school at the same academic status as before the leave began.

### **ABSENCES DUE TO MILITARY SERVICE**

Students who are deployed at any time during the semester should contact the Veteran Services Office ASAP. If the scheduled training or orders will only last a few days or so, students should contact their professors immediately to discuss whether arrangements can be made to make up class assignments. For longer-term deployments, students should provide the office of Veteran's Services with a copy of their orders in cases where withdrawing from classes is indicated.

### **ABSENCE DUE TO RELIGIOUS OBSERVANCE**

Monroe Community College does not discriminate against students based on religious observance and will reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. It is the responsibility of the student to notify their instructors of any absences necessitated by religious observance, in accordance with the following procedure:

1. A student who anticipates that they will be unable, because of the student's religious observance, to attend class or to participate in any examination, study, or work requirement on a particular day, must notify their instructors in writing as soon as possible.
2. Upon receipt of such written notification, it is the responsibility of each faculty member to provide the student with an opportunity to make up any examination, study, or work requirement the student may miss due to the absence.
3. An absence due to religious observance does not relieve a student from responsibility for any part of the course work required during the period of absence. Faculty policies regarding course attendance vary widely; students are responsible for knowing these policies and for communicating any anticipated absences for religious observance to each of their instructors.
4. A student who believes they have been denied reasonable accommodations in accordance with laws of the State of New York, Section 224 A of the Education Law or this procedure, should first express their concern(s) to the instructor and try to resolve the situation informally. If the situation is not resolved informally, the student may wish to discuss the matter with the appropriate Department Chairperson.

### **Definitions: if applicable**

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### **Forms**

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Insert links to forms that need to be completed to execute this process if applicable.

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### **Contact Information**

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Provost and Vice President, Academic Services

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**Appendix A: Course Information Sheet Language**

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At MCC, it is our policy that students who miss 30 percent of the total number of class meetings for any class will be automatically withdrawn from that course. Students have the right to appeal this withdrawal and request re-enrollment in the class. Students will be sent electronic warnings after missing 10 and 20 percent of the meetings for each class in addition to a final warning prior to hitting the 30 percent mark. Students are encouraged to check the status of their attendance in Starfish. Students are responsible for contacting their instructors to discuss all assignments, tests, quizzes, and other work missed during class or lab absences.

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**Appendix B: Attendance Warning Email for Missing 10 Percent of Class Meeting Times**

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Dear [student name]

Please be aware that you have missed 10 percent of the total number of class meetings for [class]. If you have already spoken to your instructor about these absences, there is no reason for concern. However, please be aware that students who miss 30 percent of the total number of class meetings are automatically withdrawn from that class.

If you are having trouble getting to class for any reason, please let us know how we can help you. You can always talk to your instructor, but you can also contact our *One Stop* program for help with anything, including non-academic problems such as food, housing and transportation.

To contact *One Stop*, please call our office at [ ] or stop by [ ].

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**Appendix C: Attendance Warning Email for Missing 20 Percent of Class Meeting Times**

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Dear [student name]

Please be aware that you have missed 20 percent of the total number of class meetings for [class]. If you are attending the class and intend to remain enrolled, please contact your instructor as soon as possible. At MCC students who miss 30 percent of the total number of class meetings are automatically withdrawn from that class.

If you are having trouble getting to class for any reason, please let us know how we can help you. You can always talk to your instructor, but you can also contact our One Stop program for help with anything, including non-academic problems such as food, housing and transportation.

To contact One Stop, please call our office at [ ] or stop by [ ].

Withdrawal from a course can have a number of negative impacts: it can affect your financial aid and even cause you to owe money to the college; if you drop below full-time (12 credits) you can be evicted from campus housing; and it can negatively affect your Satisfactory Academic Progress, and cause you to be put on Academic Warning or Academic Suspension. There can be other consequences, depending on your financial aid status and other factors.

If you do not intend to keep attending the class, we strongly recommend that you call the Financial Aid Office at 292-2050.

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**Appendix D: Attendance Warning Email (Withdrawal Imminent)**

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Dear [student name]

You are about to be automatically withdrawn from [class]. If you are attending the class and intend to remain enrolled, please contact your instructor immediately. Please continue attending class. At MCC students who miss 30 percent of the total number of class meetings are automatically withdrawn from that class, and records show that you are very close.

Withdrawal from a course can have a number of negative impacts: it can affect your financial aid and even cause you to owe money to the college; if you drop below full-time (12 credits) you can be evicted from campus housing; and it can negatively affect your Satisfactory Academic Progress, and cause you to be put on Academic Warning or Academic Suspension. There can be other consequences, depending on your financial aid status and other factors.

If you do not intend to keep attending the class, we strongly recommend that you call the Financial Aid Office at 292-2050.

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**Appendix E: Withdrawal Email**

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Dear [student name]

Our records indicate that you have missed 30 percent or more of the total number of class meetings for [class], so you have been withdrawn from that course. If you are still attending, please continue attending and talk to your professor immediately.

This withdrawal can have a number of negative impacts: it can affect your financial aid and even cause you to owe money to the college; if you drop below full-time (12 credits) you can be evicted from campus housing; and it can negatively affect your Satisfactory Academic Progress, and cause you to be put on Academic Warning or Academic Suspension. There may be other consequences, depending on your financial aid status and other factors.

You do have the right to appeal this withdrawal. If you wish to appeal and request re-registration into the class, please contact your instructor. If your instructor declines your appeal, or does not reply within 72 hours, you may contact the chairperson of the department in which the course is housed. Please see College Directory/Departments, and click on the discipline of the course to see a list of faculty; the department chairperson is listed at the top.

We recommend you contact the Financial Aid Office at 292-2050 to see how your financial aid, student loans, etc. will be affected.