



STUDENT ATTENDANCE POLICY

Category: Academics

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.
[To be completed by Administration]

Summary

Monroe Community College complies with all Federal, State, and other laws and regulations that relate to student attendance in class and other instructional activities including, but not limited to clinical assignments, internships, and laboratory instruction. Monroe Community College faculty are required to accurately maintain records of student attendance and to report this information in a timely manner. Attendance records are used to meet compliance requirements and to assist in identifying potential students at risk so that support can be provided.

Policy

POLICY STATEMENT

BACKGROUND

Monroe Community College understands the important relationship between class attendance and success in the course. Students are expected to attend each meeting of their registered courses. When students miss class, they miss important details and information as well as the opportunity for a deeper understanding of a topic. In addition, attendance in class helps faculty build relationships with students, and these relationships can be the foundation for understanding the individual supports each student needs to be successful in the course.

Participation in classroom activities, including lectures, films, guest speakers, class discussions, and group activities, all contribute to student success in college-level coursework. Although student learning is assessed based on approved course learning outcomes for each course, instructors may include class participation as a component of evaluation and grading. For classes with a significant experiential component, such as clinical assignments, internships, and laboratory instruction, consistent attendance may be essential for students to meet course learning outcomes and to receive a passing grade.

Student attendance cannot be the sole determinant of a final grade in a course. While a student's grade can be affected by poor attendance, a faculty member cannot assign a grade of "F" solely for absences.

MAINTENANCE AND REPORTING OF ATTENDANCE RECORDS

Students must be officially registered for a given course in order to attend that class. Faculty may allow unregistered students to attend class temporarily only while their course registration or drop/add for that course is actively in process.

To comply with both federal requirements under 34 CFR 668, *Student Assistance General Provisions*, and MCC's automated withdrawal process, instructors are required to report student attendance in accordance with MCC's Attendance Procedure 3.3P.

With respect to 34 CFR 668 requirements, students who do not attend a course prior to the census date will be dropped for non-attendance. Under the Title IV reporting requirements, “attend a course” refers to academically-related activities that include but are not limited to the following: physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction; attending a study group that is assigned by the school; participating in an online course discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course. Under federal code 34 CFR 668, in reporting academic attendance for financial aid purposes, the school (not the student) must document that the activity is academic or academically related, and the student’s attendance at the activity. Under this code, the institution must also track all students’ “date of last attendance” for financial aid purposes.

With respect to MCC’s automated withdrawal process, students may be automatically withdrawn for failing to meet the attendance standards as outlined in Attendance Procedure 3.3P. However, students should not assume that poor attendance will result in their automatic withdrawal from a course. If students want to ensure their withdrawal from a given course, they are responsible for taking action to withdraw. Withdrawal for poor attendance does not relieve the student of their financial obligations.

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

Curricular and co-curricular activities are both significant aspects of a student’s college educational experience. However, these activities may conflict with a student’s scheduled course meeting times. Faculty are encouraged to provide accommodations to students for certain absences due to curricular/co-curricular activities and for extenuating non-academic reasons.

Curricular and co-curricular absences include, but are not limited to, field trips, collegiate athletic competition, conferences, and musical or other performances.

Other extenuating non-academic reasons for absences include family illness or death, child-care emergencies, jury duty, personal problems or unforeseen circumstances (e.g., automobile accident). Many extenuating non-academic reasons for absence are not documentable, and instructors should use their best judgment in evaluating each situation, recognizing that students have disparate access to resources to prevent or respond to circumstances contributing to absences.

In addition, instructors are encouraged to support students who experience illness or other health problems during the semester. Although some students may be able to provide documentation of treatment by medical providers, note that not all students have access to care. Where possible, students should notify faculty in advance if they will miss a class because of illness, injury or medical treatment.

Students should inform their instructors of the planned absences as soon as possible and must still meet all class requirements. Instructors may offer assistance in making up missed work (e.g., making arrangements for attendance at labs or discussion sessions which meet at other times; providing makeup exams or labs where feasible).

ABSENCES DUE TO DISABILITY

In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, the College ensures that admission, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities. For students with a disability with random or cyclical acute episodes that may occasionally impact her/his ability to attend class and complete tests or assignments at the scheduled time, flexibility in attendance/assignments may be considered an appropriate accommodation. The Office of Disability Services maintains processes to document disabilities and to communicate and support faculty in providing reasonable accommodations, including flexible attendance.

ABSENCES DUE TO PREGNANCY OR RELATED CONDITIONS

In accordance with Title IX of the Education Amendments of 1972, MCC does not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity. Absences due to pregnancy or childbirth must be excused for as long as is deemed medically necessary by the student's doctor. When the student returns to school following an absence due to pregnancy or childbirth, they must be reinstated to the same academic and extracurricular statuses they held before their medical leave began. Pregnant students may be required to submit medical certification for school participation only if the same requirement exists for all students with physical or emotional conditions requiring the attention of a physician.

A student cannot be penalized for pregnancy or related conditions. If a professor provides specific "points" or other advantages to students based on class attendance, the student must be given the opportunity to earn back the credit from classes they miss due to pregnancy, so that they can be reinstated to the status they held before their medical leave. The College must provide the student with the opportunity to make up the work they missed while they were on medical leave due to pregnancy or related conditions, including recovery from childbirth, even if it is for an extended period of time.

ABSENCES DUE TO MILITARY SERVICE

Faculty are encouraged to make reasonable accommodations for absences due to military duty or veteran status. This includes, but is not limited to, the following:

- Mandatory monthly drill instruction, such as duty completed by National Guard members and military reservists (typically this involves a one-day absence in order to extend weekend training).
- Service-related medical appointments where failure to appear might result in a loss of benefits.

Students are still responsible for demonstrating achievement of course learning goals, even when absences due to military duty are necessary and reasonable. In situations with many absences or extended periods of military duty (e.g., being called to active duty), it may be most appropriate for the student to withdraw and retake the course in a future semester. An MCC student serving on active duty in the U.S. Armed Forces or as a reservist who has been called to active duty is eligible for special provisions that protect the student's enrollment and financial aid eligibility for future semesters. In accordance with federal regulations in 34 CFR section 668.18, for

students whose post-secondary education was interrupted by voluntary or involuntary military service, MCC is required to readmit the student into his/her educational program and he/she shall not incur academic or financial penalties by virtue of performing military service on behalf of our country.

ABSENCES DUE TO RELIGIOUS OBSERVANCE

Monroe Community College complies with the laws of the State of New York, Section 224 A of the Education Law. This includes the requirements that:

- Any student in an institution of higher education who is unable, because of his/her religious beliefs, to attend classes on a particular day or days, shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
- It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his/her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
- If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practical to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.

APPLICABILITY

This policy applies to all teaching faculty and current MCC students.

DEFINITIONS

Census Period: The date on which a school takes a "snapshot" of its enrollment for reporting or record keeping purposes.

RESPONSIBILITY

Provost and Vice President, Academic Services

Vice President, Economic Development, Workforce and Career Technical Education

Contact Information

Provost and Vice President, Academic Services

Related Information

College Documents:

Student Attendance Procedure 3.3P

Other Related Documents:

[Electronic Code of Federal Regulations, Title 34: Education, PART 668—STUDENT ASSISTANCE GENERAL PROVISIONS, Subpart B—Standards for Participation in Title IV, HEA Programs 34 CFR 668.22\(1\)\(7\)](#)

[New York Consolidated Laws, Education Law - EDN § 224-a. Students unable because of religious beliefs to register or attend classes on certain days](#)

[The Americans with Disabilities Act of 1990](#)

[TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.](#)

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