

3.3 Student Attendance Policy

Category: Academics

Name of Responsible Office: Academic and Student Affairs

Title of Responsible Executive: Provost and Vice President, Academic and Student Affairs

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Policy Statement

Monroe Community College (MCC) 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.

Policy

Regular attendance is an important component of student success, as it allows students to engage fully with course materials and participate in classroom activities. Faculty may use their own attendance data to identify students who may be at risk due to frequent absences and offer timely academic support. Attendance may also influence a student's grade, particularly in courses where participation or experiential learning is a significant component; however, attendance alone cannot determine a student's final grade. Monroe Community College prohibits faculty from assigning a grade of "F" solely based on a student's attendance record.

Background

Monroe Community College understands the important relationship between class attendance and academic success. 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 to develop a deeper understanding of course material. 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, film screenings, guest speakers, class discussions, and group assignments, all contribute to student success in college-level coursework. Although the assessment of student learning is largely 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.

MCC's document, 3.3P Student Attendance Procedure contains details for the sections below.

Maintenance and Reporting of Student Attendance Records

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

Non-attendance does not automatically relieve a student of their financial obligation. Any student who does not officially withdraw prior to the semester start date may be liable for tuition and fees. A student dropping or withdrawing from class(es) after the semester start date shall be responsible for payment of tuition and fees in accordance with SUNY's Tuition & Fee Refund Schedule.

To comply with both requirements under 34 Code of Federal Regulations 668, *Student Assistance General Provisions*,¹ instructors are required to report student attendance for census date considerations and last date of attendance, as needed.

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: 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 establish that the activity is academic or academically related and document 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.

Absences due to Curricular / Co-Curricular Activities and Extenuating Non-Academic Reasons

Curricular and co-curricular activities, along with certain extenuating personal circumstances, may occasionally conflict with a student's scheduled course meeting times. Faculty are encouraged to accommodate students' absences due to College-related activities and specific non-academic reasons.

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.

¹34 Code of Federal Regulations 668 is a set of regulations from the U.S. Department of Education that govern the integrity of federal student financial aid programs. These programs are part of Title IV of the Higher Education Act of 1965.

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 Services

The College supports reasonable accommodations for students who must miss class due to military duty or veteran-related responsibilities. This includes mandatory monthly drills, service-related medical appointments, and extended active duty. Students are responsible for meeting course learning goals despite these absences. For extended absences or active duty, a withdrawal and course retake may be advisable. In compliance with federal regulations (34 CFR § 668.18), the college guarantees readmission for students whose education is interrupted by military service, with no academic or financial penalties. Additionally, in accordance with SUNY's Refund of Tuition and Fees exceptions, for students who enter military service or military personnel who have a change in assignment beyond their control and who provide proper certification of such change from a base education service officer or other appropriate military official shall incur no tuition or refundable fee liability.

Absences due to Religious Observance

Monroe Community College adheres to Section 224-A of the New York State Education Law, ensuring students are not penalized for absences due to religious observance. This policy includes the following requirements:

- 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 recordkeeping purposes.

Date of last attendance: Refers to the final date on which a student actively participated in a class, as documented by the instructor through attendance records.

Related Information

College Documents

- 3.3P Student Attendance Procedure

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\(I\)\(7\)](#)
- [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.](#)
- [SUNY Policy 7301: Billing, Refunds, Collection and Write-offs Policy for Tuition, Fees, and Other Charges](#)

History

Policy	Date	Explanation
Established	October 7, 2019	Board Approval