



3.3P Student Attendance Procedure

Category: Academic

Name of Responsible Office: Academic and Student Affairs

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

Date Established: October 7, 2019

Date Last Approved:

Process 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*. Step-by-step attendance taking processes for face-to-face and online classes are provided in MCC's Attendance Taking Protocol.

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

- Provides a consistent manner for withdrawals from course to course and instructor to instructor so that students will be withdrawn in a uniform and equitable manner.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A student who has missed a number of classes equal to 30 percent of the seat time for that class will be automatically withdrawn.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.

Information Pertaining to the Attendance Taking Process

- Faculty will keep daily attendance and report each week's attendance by Monday of the following week in MCC's Starfish system.
- 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.
- An automated system will be developed wherein students who have missed 30 percent of the seat time in a course will be withdrawn automatically from that class.
- Students can appeal the automated course withdrawal process in order to remain in the class.
- Students will not be withdrawn beyond the 80 percent (withdrawal deadline for the course), even if they exceed the 30 percent threshold.

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/or 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 relate 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 notify faculty as soon as possible when they have an absence due to pregnancy or related conditions. Absences due to pregnancy or childbirth must be excused for as long as deemed medically necessary by the student's doctor. Students seeking accommodations or assistance can contact Disability Services at (585) 292-2140 or by visiting Room 3-103 on the Brighton Campus; or contact the Student Engagement Center at (585) 685-6002 or visit Room 310 on the Downtown Campus. If students have a question about MCC's Title IX Policy on Absences Due to Pregnancy, they can contact the Title IX

Coordinator at (585)-292-2108 or visit Room 1-300D at the Brighton Campus. To review MCC's Title IX Policy on Absences Due to Pregnancy, please visit:

[Policy on pregnancy related absences](#)

Title IX requires schools to make reasonable accommodation for a student experiencing pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. Faculty notified of an absence due to pregnancy or related conditions are expected to work with a student to comply with any notice of accommodations. In addition, faculty responsibilities include:

- Giving a student a reasonable amount of time to make up missed assignments,
- Not penalizing the student for being absent from class(es),
- Ensuring students are given opportunities to earn back credit from classes they miss due to pregnancy, including "points" or other advantages based on class attendance, 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 as soon as possible. If the scheduled training or orders will only last for a few days, 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.

Forms

MCC Attendance Taking Protocol.

Contact Information

Provost and Vice President, Academic and Student Affairs.