



Monroe Community College
STATE UNIVERSITY OF NEW YORK

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:

Deletions = [del]

Insertions = [ins]

[ins]Description of Procedure

~~[ins]Process Background~~

~~[del]Process Background~~

Monroe Community College will maintain procedures to document and report student class attendance[ins], as required for financial aid purposes. Instructors are [ins]only 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.

[ins]Additional considerations for attendance are clarified throughout the document.-[del]summarized below.

~~[del]This procedure will result in the following benefits to MCC's students:~~

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a consistent manner for withdrawals from course to course and instructor to instructor so that students will be withdrawn in a uniform and equitable manner.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

~~[del]Summary Statement~~

~~[del]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student who has missed a number of classes equal to 30 percent of the seat time for that class will be automatically withdrawn.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.~~

~~[del]Information Pertaining to the Attendance Taking Process~~

- ~~• [del]Faculty will keep daily attendance and report each week's attendance by Monday of the following week in MCC's Starfish system.~~
- ~~• [del]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.~~
- ~~• [del]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.~~
- ~~• [del]Students can appeal the automated course withdrawal process in order to remain in the class.~~
- ~~• [del]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

[ins]The following outlines the steps for students and faculty to manage absences due to curricular, co-curricular, and extenuating non-academic reasons. These guidelines aim to support students in maintaining academic integrity [del]fulfilling academic requirements [ins]while balancing course requirements and [del]participating in [ins]college-sanctioned activities or handling unforeseen personal circumstances.

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, [ins]but are not limited to, school team sports, ~~[del]writing competitions, participation with the school newspaper or [ins]shared governance-[del]functioning,~~ and [ins]/or student clubs [ins]and organizations. -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 [ins]may include reasons such as personal illness, family illness or death, child-care emergencies, jury duty, personal issues, or unforeseen circumstances (e.g., automobile accident). Students are responsible for informing faculty of any anticipated absences as early as possible and for notifying faculty promptly if an unexpected situation arises.

[ins]Many extenuating non-academic reasons for absence are not documentable, and instructors are encouraged to use their best judgment in evaluating each situation, recognizing that students have varying access to resources that could affect their ability to prevent or respond to circumstances impacting attendance. Instructors should also aim to support students who face illness or other health challenges during the semester. Although some students may be able to provide documentation from medical providers, it is important to note that not all students have access to healthcare. When possible, students should notify faculty in advance if they will miss a class due to illness, injury, or medical treatment.

[ins]Faculty are encouraged to provide reasonable assistance for students to make up missed work where feasible. [del]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.~~

[ins]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 that meet at other times; providing makeup exams or labs where feasible).

Absences due to Disability

[ins]The following outlines the steps for students and faculty to facilitate reasonable attendance accommodations for students with disabilities. These guidelines are designed to ensure students can meet course requirements while addressing disability-related needs in a supportive and collaborative manner. Students need ~~are encouraged~~ to engage proactively with the Office of Disability Services and faculty to implement accommodations effectively.

- [ins]**Requesting Accommodations:**
Students must self-identify with the Office of Disability Services (Brighton Campus) or Student Engagement Center (Downtown Campus) by submitting documentation of their disability. Accommodations should be requested as early as possible, ideally at least 30 days in advance, to allow adequate time for processing. Late requests may delay the implementation of accommodations.
- [ins]**Activating and Arranging Accommodations:**
Students are required to schedule an Intake or Reinstatement Meeting with the Office of Disability Services to activate accommodations. Once accommodations are established, it is the student's responsibility to meet with each instructor to discuss how course requirements will be met in the event of disability-related absences.
- [ins]**Flexible Attendance/Deadline Agreement:**
For students needing flexibility due to a documented medical condition, reasonable accommodations may include adjustments to attendance, exam dates, deadlines, and participation points. The specifics should be outlined in a Flexible Attendance/Deadline Agreement, established on a case-by-case basis for each course. This agreement should include the method and timing of absence notifications, as well as plans for completing any missed work.
- [ins]**Course Requirements and Alternate Options:**
In cases where attendance is essential to the course, alternate options, such as withdrawal or an incomplete, may be considered if absences become excessive. The Office of Disability Services can provide examples of alternate assignments or participation methods to support students in completing essential course elements.

~~[del]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.~~

~~[del]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.
- ~~[del]To review [ins]Here is -MCC's Title IX Policy on Absences Due to Pregnancy. ,-[del]please visit:~~

~~[del]Policy on pregnancy related absences~~

Title IX requires schools to make reasonable accommodations for a student experiencing pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. [ins]These procedures provide guidance for students and faculty in handling absences due to pregnancy or related conditions in a way that upholds Title IX requirements. The goal is to ensure students can continue their education with appropriate support during medically necessary absences.

- [ins]Student Responsibilities: Students should inform faculty as soon as possible regarding any absences related to pregnancy, childbirth, or recovery. For additional support, students may contact the Office of Disability Services on the Brighton Campus or the Student Engagement Center on the Downtown Campus. For questions about MCC's Title IX policy, students may also contact the Title IX Coordinator.
- [ins]Faculty Responsibilities: Faculty members notified of a pregnancy-related absence are expected to:
 - [ins]Allow a reasonable period for the student to complete missed assignments.
 - [ins]Ensure that students are not penalized for absences due to pregnancy or related conditions.
 - [ins]Provide opportunities for students to earn back any attendance-related points or benefits missed during their absence.
 - [ins]Reinstate students to their academic status as it was before their leave.
- [ins]Accommodations and Reinstatement: Faculty should work with students to accommodate any necessary adjustments as per Title IX. When students return, they should resume their prior academic and extracurricular status, with no penalties for pregnancy-related absences.

~~[del] 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:~~

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

Absences due to Military Service

[ins]Below is guidance for students and faculty to manage absences due to military service. The aim is to support students' academic continuity while they fulfill their military obligations, ensuring flexibility and compliance with federal regulations.

[ins]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:

- [ins]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).
- [ins]Service-related medical appointments where failure to appear might result in a loss of benefits.

[ins]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.

- [ins]**Notification and Initial Steps:** Students who are deployed or have military duties during the semester should contact the Office of Veteran Services promptly. For brief absences, such as a few days for training or medical appointments, students should also notify professors immediately to discuss potential arrangements for making up missed work.
- [ins]**Extended Deployments:** For extended deployments, students should provide a copy of their military orders to the Office of Veteran Services. If a withdrawal from classes is indicated, the Office will guide students through options to protect their enrollment and financial aid eligibility for future semesters.
- [ins]**Academic and Financial Readmission:** 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 their educational program and they shall not incur academic or financial penalties by virtue of performing military service on behalf of our country.~~[del]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. [ins]**Student Notification to Faculty:** Students who anticipate absences due to religious observance must inform their instructors in writing as early as possible. Written notification allows faculty ample time to plan accommodations for missed classes, exams, or assignments.
2. [ins]**Faculty Responsibility for Accommodation:** Upon receiving written notification, faculty are responsible for:

- [ins]Providing students with reasonable opportunities to make up any examinations, assignments, or coursework missed due to religious observance.
- [ins]Ensuring that no penalties or additional fees are applied for alternative arrangements.
- [ins]Offering, when possible and practical, alternatives to fulfill academic requirements if regular course sessions occur on Friday evenings or Saturdays.

3. [ins]**Student Accountability for Course Requirements:** An absence due to religious observance does not relieve students of the responsibility to complete all course requirements. Students should:

- [ins]Familiarize themselves with each instructor's attendance and make-up policies, which may vary by course.
- [ins]Communicate proactively with instructors to confirm arrangements for completing any missed assignments, exams, or other course requirements.

4. [ins]**Resolution of Accommodation Concerns:** If a student believes they have not received reasonable accommodations in line with Section 224-A of the New York State Education Law or this procedure, they should first attempt to resolve the matter ~~informally~~ with the instructor. If concerns persist, the student may contact the appropriate Department Chairperson to seek further assistance in reaching a resolution.

1. ~~[del]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. ~~[del]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. ~~[del]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.~~

~~[del]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.~~

~~[del]Forms~~ [ins]Definitions

[ins]Related Information

~~[del]College Documents~~

~~[del]MCC Attendance Taking Protocol.~~

~~[del]Contact Information~~

~~[del]Provost and Vice President, Academic and Student Affairs.~~