

## *Policy Statement*

Regular and prompt attendance is highly encouraged of students at scheduled class meetings or other activities assigned as part of a course of instruction. Regular attendance may be required in programs when mandated by accrediting or other regulatory agencies.

## *Policy Details*

1. Instructors will publish their own attendance policies in their syllabi. Instructors will use the published policy to determine whether a student is marked absent or present. Instructors may use but are not limited to any of the following guidelines developed by the United States Department of Education in determining attendance:
  - a. Physical class attendance where there is direct interaction between the instructor and student.
  - b. Submission of an academic assignment.
  - c. Completing an examination, interactive tutorial, or computerized instruction module.
  - d. Participating in a study group assigned by the instructor.
  - e. Participating in an online discussion about academic matters; merely logging into a distance or hybrid course is not sufficient evidence of attendance.
  - f. Initiating contact with the instructor to ask a question about the academic subject matter.
2. In the event of absence, the student is responsible for contacting instructors.
3. After the first seven calendar days of a class session, the instructor must report in Banner Self-Service whether a student has attended class during the first seven calendar days.
4. Any registered student who has been absent during the entire first seven calendar days of the class session will be dropped from that class, unless prior arrangements have been made with the course instructor.
5. At the end of each term, the instructor must record the last date of attendance for students who have been issued a grade of "F" or "U". A last day of attendance should be recorded when a student began the course and at some point during the semester stopped attending and ceased participating in an academically related activity. If attendance is not taken, the last date of participation in an academically related activity will be used.

## *Procedures*

1. The instructor must report under the Faculty Services tab in Banner Self-Service by selecting the No Show Drop link, whether a student has attended class during the first seven calendar days, unless prior arrangements have been made with the course instructor.
2. A report will be generated through Banner to indicate those students who have been absent the entire first seven calendar days of the class session.
3. Those students on the generated list will be dropped from their respective classes by the Records Office. When the drop procedure is complete, the Records Office will notify the Cashiers Office and the Office of Financial Aid. Students and instructors will be notified of this drop through their Terra State email.

**Resources**

Documentation

Definitions

**Term Definition**


**Approval History**

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
2/25/2004	Policy	Issued	CASA
5/1/2012	Policy	Revised	CASA
11/20/2012	Policy	Revised	CASA
10/21/2014	Policy	Revised	CASA
7/2017	Policy	Revised	CASA
4/15/2021	Policy	Revised	CASA
3/31/2023	Entire Document	Changed title	Eric Steinberger
4/20/2023	Policy	CASA Approval with edits	Cory Stine, CASA Co-Chair

\*\*Full name of CASA Committee Chair, signatory, or designee

**Effective Date: 4/21/2023**

**Next Review Date: 3/31/2026**