

# COMMUNITY COLLEGE OF VERMONT

## ATTENDANCE POLICY

*See also:*

*Evaluation System policy*

*Financial Aid policy*

*Non-Discrimination policy*

**April 18, 2000**

**Revised: June 2, 2011**

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### **POLICY**

Regular attendance and participation in classes are essential components of a student's success in college and are completion requirements for courses at CCV, where small classes support the college's commitment to active learning. A student's failure to meet attendance requirements as specified in course descriptions will normally result in a non-satisfactory grade.

### **PROCEDURES**

1. CCV faculty members will specify the attendance requirements for all courses they teach as well as a description of how attendance figures into determination of end-of-semester evaluation and final grades. Attendance requirements will be a written completion requirement specified in all course descriptions.
2. Faculty members must report attendance weekly.
3. Federal financial aid regulations require regular attendance. CCV complies with all federal financial aid attendance-reporting requirements. In case of a student who stops attending but does not officially withdraw, earned Title IV financial aid will be based on the student's last day of attendance.