

COMMUNITY COLLEGE OF VERMONT

ATTENDANCE POLICY

See also:

Evaluation System policy

Financial Aid policy

Non-Discrimination policy

April 18, 2000

Revised: June 1, 2017

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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. Faculty members will develop attendance expectations for each course that are aligned with the College's attendance policy and explained in their course descriptions. In general, missing more than 20% of a course due to absences, lateness or early departures may jeopardize a student's ability to earn a satisfactory final grade. For example, in a 15-week course that meets once a week, 20% of the course would equal 3 class meetings.
2. Faculty members must report attendance weekly. To ensure accurate attendance data for federal reporting requirements and local retention efforts, faculty members must record attendance within 24 hours of a given class meeting or, for online classes, a given class week.
3. Attending an on-ground course means a student appeared in the classroom for *at least a meaningful portion of a given class meeting*. Attending an online course means a student posted a discussion forum response, completed a quiz or attempted some other academically required activity. Simply viewing a course item or module does not count as attendance.
4. Meeting the minimum attendance requirement for a course does not mean a student has satisfied the academic requirements for participation, which require students to go above and beyond simply attending a portion of the class. Faculty members will individually determine what constitutes participation in each course they teach and explain in their course descriptions how participation factors into a student's final grade.
5. 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.