

# COMMUNITY COLLEGE OF VERMONT ATTENDANCE POLICY

April 18, 2000  
Revised: July 1, 2020

*See also:*  
*Evaluation System policy Financial  
Aid policy  
Non-Discrimination policy*

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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. To ensure accurate attendance data for federal reporting purposes and student retention efforts, faculty members should record attendance within 24 hours of a given class meeting or, for online classes, within a given class week.
3. Attending an on-ground or synchronous course means a student appeared in the live 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 that students regularly attend classes and participate in academically-related activities. For students who officially withdraw or stop attending but do not officially withdraw, earned Title IV financial aid will be based on the student's withdrawal date.

A student's withdrawal date is determined in the following order:

- a. The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or
- b. the student's last date of attendance at a documented academically-related activity; or
- c. the midpoint of the period for a student who stops attending all classes without notifying the institution.

6. The president or designee is empowered to authorize absences from classes for students during emergency events, including, but not limited to natural and/or public health events. Student's grades shall not be penalized as a result of College-authorized absences.
  - a. CCV faculty shall provide opportunity to make-up work missed during College-authorized absences from class without penalty.
  - b. College-authorized absences shall not relieve students of the responsibility of completing all required assignments by the determined due date.