

Title: Course Attendance Policy

- Initial Action:** June 5, 2024
 - Board Resolution:** 24-036
 - Last Revised:**
 - **Policy:** June 5, 2024
 - **Procedure:** June 5, 2024
 - **Last Reviewed:** June 5, 2024
 - Effective:** June 27, 2024
 - Next Review:** May 2027
 - Responsibility:** Academic Programs
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POLICY:

Cecil College is designated a non-attendance taking institution; however, in some circumstances, related to meeting accreditation requirements or federal or state financial aid requirements, taking attendance may be required. Punctual and regular attendance is expected from all students related to all enrolled courses and is considered by the College as an integral and vital aspect of the learning process. Student absences should not exceed 20% of the course.

Students who discontinue or do not begin attendance in their courses may be at risk of reduction or loss of Financial Aid funding due to a recalculation or adjustment of aid eligibility. Reporting of all students' last day of academically related attendance in each course is integral to the proper calculation of aid eligibility. Additionally, reporting whether students have begun academically related attendance is imperative to the disbursement of financial aid funds.

Federal law (ADA and Section 504) requires colleges and universities to consider reasonable modification of attendance policies if needed to accommodate a student's disability that impacts attendance. This includes reasonable adjustments and excused absences related to pregnancy and childbirth under Title IX. Determination of eligibility for a disability-related or Title IX modification to attendance policy is made on a case-by-case basis through a conversation with the faculty, student, and Coordinator of Accessibility Services.

Online course attendance is defined by participation in instructional activities, related to the discipline of study by the student.

The *Religious Accommodations for Students* policy and *Title IX regulations* supersedes this policy.

PROCEDURE:

The Academic Senate and Academic Affairs Committee will review and provide feedback on this policy and procedure every three years or as needed.

1. Students are expected to attend all class sessions.
2. Faculty may fail a student who misses more than 20% of classes.

3. Faculty must document the first day and last day of attendance for all students.
4. Students are responsible for notifying the faculty prior to their absence whenever possible.
5. The student is responsible for the completion of any missed work, if applicable.
6. Instruction missed may affect the student's grade regardless of the reason for the absence.
7. Faculty are encouraged, but not required, to provide make-up work for missed classes for students.
8. Students receiving the opportunity to make up missed work are still required to meet course objectives in a timely manner as determined by the faculty, course syllabus, and college policies.
9. Student athletes who are participating in a college sponsored athletic competition cannot be penalized for an absence. Student athletes are responsible for informing faculty prior to the event absence. Absences for athletic practices, and other athletic related occurrences/events, are not permitted without written document from the Athletic Director. Student athletes should make every effort to create a class schedule that accommodates their athletic participation with minimum disruption to their class attendance.
10. Students who are representing Cecil College in a college-sponsored or college-endorsed event cannot be penalized for an absence. Students are responsible for informing faculty prior to the event absence and for completing any make-up work that may be required according to the directions of their faculty.
11. Faculty determine attendance requirements, participation, in-class work, grades, and any assignments, exams, quizzes within the parameters of this policy.
 - a. Dual enrollment (DE) and Early College Academy (ECA) students must submit assignments according to the course requirements, even if the absence is excused related to their K-12 institution schedule.
 - b. DE and ECA students should plan on attending their Cecil College courses, held on the College campus whenever the College is in session, even if their K-12 institution is not.
12. Students who have a significant life event that impacts course attendance, should work with their faculty, department chair, or Dean to determine the best course of action.
13. Online course attendance requires active participation, which includes, but not limited to:
 - a. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
 - b. Submitting an academic assignment;
 - c. Taking an assessment or an exam;
 - d. Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
 - e. Participating in a study group, group project, or an online discussion that is

- assigned by the instructor;
 - f. Interacting with an instructor about academic matters.
14. Active participation in an online course does not include:
- a. Logging into an online class or tutorial without any further participation; or
 - b. Participating in academic counseling or advisement.
15. Failure to demonstrate active participation in an online class, as reflected by the Department of Education definitions and in accordance with the processes set up by the faculty teaching an online course, determines non-attendance in online courses.
16. Students should actively engage in their in-person and hybrid classes, signified by attendance and participation in class activities.