

CPTC Procedure: Attendance

Class attendance is a very important aspect of student success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Coastal Pines Technical College considers both tardiness and leaving early as type of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Attendance is required to be taken during the first session of a class and reported to the Registrar's Office through BannerWeb by each instructor. Instructors are responsible for maintaining records of attendance to comply with financial aid and federal regulations.

In instances where students are administratively dropped from the course(s) as a result of nonpayment, the student must contact the Registrar's Office to request reinstatement. Reinstatement is not guaranteed.

Students should contact their advisor to withdraw, or if unable to reach their advisor, contact the Registrar's office to formally withdraw. Students who stop attending class, but do not formally withdraw, may receive a grade of F and could face financial aid repercussions in upcoming semesters.

Unless otherwise specified in a program attendance procedure as required by the program accreditation/licensing agency, students will not be withdrawn by an instructor for attendance. However, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities may be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. For unofficial withdrawals without notification, or when the last date of attendance is unknown or prior to midpoint, the midpoint of the payment period or period of enrollment will be used as the students last date of attendance.

The purpose of the last date of attendance is to appropriately assess the financial liability for students and limit the financial liability for the College as well as the academic consequences for the student. The last date of attendance will be documented by the instructor through an "academically related activity." An academically related activity for attendance is demonstrated through active participation (simply logging into an online class is not considered active participation). Academically related activities include, but are not limited to the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- submitting a current academic assignment
- completing an exam, an interactive tutorial, or computer-assisted instruction
- participating in an online discussion within a course
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Assignments missed due to tardiness, early departure, or absences may be made up only at the discretion of the instructor or the procedure outlined in the course syllabus.

It is the responsibility of the student to make arrangements with the instructor for missed assignments due to documented absences related to jury or military duty, official college

activities, or medical emergencies. Make-up work is at the discretion of the instructor and students are encouraged to make arrangements in advance when possible.

Requirements for instructional and clinical hours for programs that have accrediting agency or licensure boards reflect the rule of the respective agencies. Therefore, class and clinical attendance is required. The procedure for absences is determined by the program lead instructor, program director, or program clinical coordinator. Procedures for making up time in these specific programs will be outlined in the course syllabus.

Adopted: April 28, 2014

Revised: June 29, 2021