

North Hennepin Community College

Policy/Procedure Information

Number: 3.55

Name: Class Attendance and Participation Policy

Author: Policy Committee

Custodian: Policy Committee

Effective Date: August 26, 2013

Next Review Date: AY2017-2018

Regulatory Authority:

- MnSCU Board Procedure 5.12.1 – Military Service and Disabled Veterans
 - <http://www.mnscu.edu/board/procedure/512p1.html>
 - Code of Federal Regulations 688.22 – Treatment of Title IV Funds When a Student Withdraws
 - <http://www.ecfr.gov/>
 - Minnesota Statute 192.502 – Armed Forces Personnel
 - <https://www.revisor.leg.state.mn.us/statutes/?id=192.502>
-

Part 1. Policy Background

The policy and corresponding procedure establishes expectations and guidelines for students, faculty, and the College regarding class attendance and participation, regardless of delivery method.

Part 2. Policy Statement

Students are expected to attend and participate in all sessions of each class in which they are enrolled.

Part 2. Definitions

Subpart A. Academic Calendar

The Academic Calendar is used to set semester and class dates, holidays, no-class dates, breaks, and the final exam schedule. The Academic Calendar begins each year with the fall semester.

Subpart B. Attendance

Attendance can be defined as either “physical presence” or “mental presence.” Physical presence is determined by the student’s actual presence in the class, as recorded by roll call, sign-in sheets, etc, for a face-to-face class, or by the student accessing course materials in the case of an online class.

Mental presence is determined by the student completing and turning in assigned course work.

For the purposes of determining attendance, faculty may use either physical or mental presence, regardless of course delivery method. It is best practice for faculty to communicate their methods of determining attendance in the course syllabus.

Subpart C. Last Date of Attendance (LDA)

Last Date of Attendance refers to the last date that the student attended class, as defined above.

Review Action	Date(s)
Campus Community Review Period	March 19 – April 2, 2013
Shared Governance Council Review	April 26, 2013
Labor/Management Meetings Review	MAPE – April 23, 2013 AFSCME – May 3, 2013 MMA – May 3, 2013
Student Senate Review	April 22, 2013
President Approval	May 6, 2013
Campus Community Dissemination	May 13, 2013

History

- III.03.19 Adopted 3-25-09 under Ann Wynia
- Revised spring 2013