



## Policy # 41002

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### CLASS ATTENDANCE POLICY

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**Effective Date:** Fall 2016 Semester

**Responsible Officer:** Provost and Vice President for Academic Affairs

**Division:** Division of Academic Affairs

**Reference:** Academic Deans, Faculty Senate, Registrar, Student Accounts, Financial Aid

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#### I. PURPOSE/OBJECTIVE

The purpose of the class attendance policy is to provide guidelines for class attendance and provisions for addressing non-attendance, and to establish additional class attendance requirements.

#### II. STATEMENT OF POLICY

At Grambling State University, class attendance is regarded as an obligation as well as a privilege. Students should attend all classes regularly and punctually and faculty should accurately record student attendance for each class. Failure to do so may jeopardize a student's scholastic standing and federal student aid eligibility.

#### III. DEFINITIONS

- A. Academic Calendar:** A listing of all academic-related dates pertaining to the academic term, semester or year.
- B. Title IV:** Title IV refers to the rules that regulate student financial aid programs administered by the federal government. Some of these assistance programs include federal Pell grants, federal Supplemental Educational Opportunity grants (SEOG), federal Perkins loan, and federally subsidized or unsubsidized Direct loans.
- C. Withdrawn (W) Grade:** This grade indicates withdrawal of the student from the University up to a specified date following mid-term.

#### IV. STUDENT RESPONSIBILITIES

All students attending Grambling State University, notwithstanding student classification, are expected to attend the first day of class through the last day of class of the term/semester unless excused by the instructor. This includes students enrolled in classes who have completed the registration process and who have obtained a fee sheet.

**A. Attendance Requirements**

All students are expected to attend class through the final exam period. Unless waived by the instructor or made more restrictive through the course syllabus, all students having missed more than five (5) days in a course that meets once a week, ten (10) days in a course that meets at least twice a week, and five (5) days in a nine (9) week course, will be administratively withdrawn from the class roster and will receive a “W” for that class during that term/semester as recommended by the instructor.

Any student withdrawn may appeal the withdrawal provided the appeal is made within 72 hours of being withdrawn from the course.

**B. Distance Learning (Online/Hybrid/Blended Courses)**

Logging into a distance education class without active participation is not sufficient to show student attendance in an online course. A student must demonstrate attendance in a distance learning course by engaging in an academically-related activity, such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

**C. Early Alert Program**

Any student who has been absent multiple times, missed assignments or exams or ceased attending class and has been referred as at-risk to the Office of Retention by a faculty member will receive a memorandum of understanding that involves an instructor/student plan to make up coursework, provide excused absence(s), academic support, or possibly drop the course.

**D. Excused/Unexcused Absences and Late Entrances**

1. A student who requests an excused absence must submit verification or documentation supporting the reason for the absence to the instructor. Acceptable documentation includes those affidavits provided by doctors, lawyers, and other officials when appropriate. At the discretion of the respective instructors, documents may be reviewed for a decision.
2. The student is responsible for making arrangements with the instructor before an absence to make up any missed work due to the observance of religious holidays.
3. It is the responsibility of the student who has lost a family member or who is experiencing emotional distress from a similar tragedy to notify the instructor. The student must provide appropriate documentation to verify a grief absence.

4. A class excuse shall be provided by the Office of the Provost and Vice President for Academic Affairs to the faculty for students participating in approved university-sponsored activities and events and for students representing the University off-campus in an official capacity. When possible, students are expected to complete these activities before the absence.
5. The student is responsible for meeting with the instructor to identify any missed course work, and for completing that work on a schedule determined by the instructor.
6. Students are not exempt from covered course work, tests, or assignments, and an unexcused absence that occurs on the day of a quiz, examination, or an assignment may result in failure.
7. Tardiness is equivalent to an absence unless the instructor excuses it at the end of the class period. The student must take the initiative to seek an excused late entrance.

## **V. FACULTY RESPONSIBILITIES**

The faculty are responsible for entering student attendance in Banner for each class period within a week following the class period. Starting with the first day of class through the last day of class for a term/semester, faculty are expected to check attendance records to make sure that the records are accurate and up-do-date.

Each instructor must keep a permanent attendance record for each class. These attendance records may be used to verify attendance, as requested by the Office of Student Financial Aid, to meet Title IV of the Higher Education Act of 1965 requirements. Attendance records are subject to inspection by appropriate College or University administrators (See Return of Title IV Funds Policy).

It is the responsibility of the faculty to recommend an administrative withdrawal for all students who do not meet the attendance requirements (*See IV., A.*). The recommendation must be made to the department head, approved by dean and forwarded to the registrar for further processing.

Failure to maintain proper documentation of class attendance for each course taught and accurately record class attendance may result in imposed sanctions by college or university officials, including a reduced score on a faculty member's annual performance evaluation.

### **A. Class Rosters and Enrollment Verification**

Instructors should verify that all students attending class have registered and are on the class roster.

1. At the beginning of the term/semester through the 14<sup>th</sup> class day, faculty will need to access class rosters in BannerWeb and print the rosters for each class period. These rosters will contain the names of the students officially enrolled for the course at the time the roster was generated.
2. Faculty should take the class roll based on the official class roster and enter class attendance into Banner for each class period.
3. Students who are not officially registered should be appropriately directed to complete the registration process.
4. If the student **has not** attended the class, faculty **should not** update the attendance date.

### **B. Course Syllabi**

Faculty must provide course syllabi to students during the first week of class. It is the responsibility of the faculty to ensure that the attendance policy for each course is communicated in writing in the course syllabus. The class attendance policy may be made more restrictive through the course syllabus.

### **C. Distance Education, Independent Study Courses, and Internships**

1. Faculty are responsible for recording attendance for online, internship courses, which are listed as TBA. Date of attendance can be entered into BannerWeb for internet courses. Faculty must follow the steps below to enter attendance for internet courses in Banner:
  - Select the Term
  - Select the CRN
  - Select Class Attendance

The attendance date is entered and the “Not Regular Class Day” box is checked and the class roster will then appear for the attendance to be updated.

2. Faculty are responsible for outlining in the syllabus the expectations for participation and progress in online courses, independent study courses, and internships. Any student who fails to progress at the minimum level stipulated may be administratively withdrawn by the instructor.
3. Engagement in an academically-related activity, such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question, sufficiently demonstrates student attendance in an online course. Logging into an internet class without active participation is not sufficient to demonstrate attendance.

**D. Early Alert/Intervention**

The faculty are expected to be proactive and involved in student success and retention. The role and responsibilities of the faculty include assisting with the early detection and intervention of at-risk students.

Faculty are responsible for submitting a referral to the Office of Retention for any student who is chronically absent or recognized as disengaged or experiencing other issues that adversely affect regular attendance and academic performance in an effort to provide academic support to the student, such as supplemental instruction, tutoring, study skills seminars.

**E. Faculty Absence**

Faculty are expected to be in class on time. In the event that a faculty member will not be present at the usually scheduled class time, it is the responsibility of the faculty member to contact the students enrolled in that class with special instructions pertaining to assignments and course work.

**F. Excused Absences**

Faculty are expected to allow students who are excused from class to make up all missed course activities during their absence, including assignments, quizzes, and exams.