

**AGC Decision Form**  
**8.8 Attendance Policy**  
Approved by AGC Executive Committee on 9/6/23

**Decision**

On April 11th, 2023 the AGC membership voted to endorse revisions to the 8.8 'Attendance' Policy Statement. The revisions reflect the need to update and clarify faculty responsibility and consideration when creating attendance policies, allows for earlier reporting of non-attendance for shorter term classes, defines terms used by the Department of Education for understanding attendance, and removes language around a "shared understanding" for missed classes to reiterate that the faculty member determines academic engagement and requirements.

The existing Policy Statement reads:

**III. Policy Statement**

Each faculty member is required to create and make available a course syllabus which clearly and explicitly describes the course attendance policy. Faculty members are encouraged to create an attendance policy that takes into consideration anticipated (such as College-related activities, personal issues, etc.) and unanticipated (such as trauma, military duty, court appearances, etc.) absences.

Attendance policies must comply with the 14-day absence rule as defined by Department of Education (Title IV administration). When a student has not attended a course during a 14 calendar day period, this absence is reported by faculty to the institution, and this report would initiate a withdrawal of that student from said class. Faculty do not need to report an absence when a student is in communication and there is a shared understanding on how that student is making progress in the course.

Students are responsible for contacting their instructors regarding absences. Students must understand that they are responsible for class work missed during an absence, doing any extra work that may be required to replace in-class activities, and that missing class will impact student learning and may negatively impact grades. Each faculty member's attendance policy, as stated in the course syllabus, is the final authority on any academic consequences associated with missing a class.

Attendance policies must take into consideration the need to comply with requirements of state and federal laws including the Americans with Disabilities Act, Title IV, and Title IX.

Each faculty member is required to maintain an accurate daily record of the attendance of each student enrolled in each of the faculty member's classes. This record should include date of last attendance in the case of a student receiving an E or a W in the course.

Below is the new language (with specific changes underlined):

### III. Policy Statement

Each faculty member is required to create and make available a course syllabus which clearly and explicitly describes the policy. Attendance policies must consider military deployment and program readmittance. Faculty members are encouraged to create an attendance policy that takes into consideration absences for college related activities, personal issues, and court appearances.

As an attendance taking institution, the Department of Education requires that institutions report when a student has not attended a course within 14 calendar days. Faculty will report the last date of a student's academic engagement in the course through the college's attendance reporting systems. Students are administratively withdrawn from the class once they have been reported as not attending.

Students must understand that they are responsible for class work missed during an absence, doing any extra work that may be required to replace in-class activities, and that missing class will impact student learning and may negatively impact grades. Each faculty member's attendance policy, as stated in the course syllabus, is the final authority on any academic consequences associated with missing a class.

Attendance policies must take into consideration the need to comply with requirements of state and federal laws including the Americans with Disabilities Act, Title IV, and Title IX.

Each faculty member is required to maintain an accurate daily record of the attendance of each student enrolled in each of the faculty member's classes. This record should include date of last attendance in the case of a student receiving an E or a W in the course.

#### **Sponsor/Champion of Proposed Policy**

Valerie Butterfield (co-chair) - Registrar

David DeBoer (co-chair) – Executive Director of Financial Aid

Ann Isackson – Interim Associate Provost of Instructional Support and Institutional Planning

William Faber – Faculty, Physical Sciences

Chris Remley – Assistant Registrar – Curriculum Operations

Frank Conner – Department Head, Psychology

Jennifer Scott – Director of Student Financial Services

Kimberly Olushola, Faculty, English

Kristi Welling – Associate Director of Enrollment Center Services

Sulari White – Academic Advisor, Assistant Professor

**Rationale**

This policy was up for review in 2022-2023. The team received feedback to add military deployment, college related activities, personal issues and court appearances. Furthermore, to make clarifications regarding the 14 day rule, to add Department of Education definition on academic engagement, and to remove language on “shared understanding” to allow for faculty decision.

**Supporting Data**

N/A

**Implications for Actions**

Implementation should be as soon as possible.

**Date of Decision by AGC**

April 11<sup>th</sup>, 2023

- 56 votes to approve
- 4 proxy votes to approve
- 0 votes to abstain
- 0 votes to not approve

**Section to be Completed by the Provost**

**Evaluation Plan**

Next scheduled review of policy: 2025-26 Academic Year.

**Response from Provost**

Approved for immediate implementation.

A handwritten signature in blue ink, followed by the date "9/7/23".