Student Attendance and Participation Policy

POLICY: Student Attendance		
POLICY NUMBER:	700.01.01	**CUSTODIAN:** Academic Dean
APV'D DATE:	12/15/2020	
EFFECTIVE DATE:	12/15/2020	**REVIEW DATE:** Dec 2020
Administrative Drop Withdrawal Policy 700.15		
Financial Aid Disbursement Procedure		
Financial Aid Return to Title IV (R2T4)		

Part 1. Policy Background and Purpose

Absenteeism can negatively affect academic performance. When students have high attendance and assignment submission rates, they improve their academic prospects and chances for graduation.

Part 2. Definitions

Attendance is being present in class sessions.

Participation is contributing to class and learning activities, and submitting assignments on time.

Part 3. Responsibility

Student is responsible to attend scheduled classes and submit assignments (or in the case of online classes, login per the requirements outlined in the course syllabus); notify instructor(s) of any absence; make arrangements with instructor to make up any missed requirements.

Faculty are responsible for taking and recording accurate and timely attendance for all classes and communicating any attendance issues with Librarian/Student Success Coach.

Student Services

Associate Dean of Student Services is responsible for overseeing student attendance.

Student Success Coach is responsible for: monitoring student attendance; communicating with Faculty and students regarding attendance issues; initiating the Early Alert procedure and implementing other appropriate interventions; reporting attendance issues to Registrar, Financial Aid, and Associate Dean of Student Services.

Registrar is responsible for making required attendance-based changes to student registration status and records, including administrative drop and withdrawal.

Financial Aid is responsible to report and/or make required attendance-based changes to student financial aid according to federal rules and regulations.

Part 4. Policy

Student success is aided by regular attendance and participation in all scheduled courses. Additionally, to ensure compliance of the Financial Aid Return of Title IV Funds Policy (R2T4), which require evidence of students progressing in their coursework, WETCC will keep regular attendance records.

Instructors will communicate attendance and participation requirements, allowable makeup work, and related policies in course syllabi.

Whenever possible, a student should notify instructors prior to any absence, otherwise as soon as possible thereafter, and make arrangements for any allowed makeup work.

For more information about this, please refer to the Student Services Early Alert Plan.

Students failing to attend 2 consecutive class periods or 6 consecutive hours or less than fifty percent of the scheduled classes in which they are registered will be administratively dropped from the course, which could affect a student's financial aid award.

After the Add/Drop Date (posted online and in each syllabus) students failing to attend any six (6) consecutive hours of classes or less than fifty percent of the scheduled classes will be administratively withdrawn from a course.