



**SUBJECT:** Academic Affairs

**POLICY:** 210.1 Attendance and No Show

**RELATED PROCEDURE:**

**EFFECTIVE:** April 2013

**REVISED:** May 2016

**REVIEWED:** May 2016

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### **Introduction and Purpose**

Great Falls College recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. The College also recognizes that those who are actively serving in the Reserves or National Guard of the United States are required by their military contract to attend mandatory training. The College also recognizes that fulfilling one's civic responsibility by jury duty is required. The following policy is designed to address student absences in the case of mandatory active duty or jury duty.

### **Attendance**

Class attendance and/or participation is required in all courses, regardless of the method of delivery (face-to-face, hybrid, or online) and students are expected to attend all class sessions for which they are registered. Instructors may establish absence policies at their own discretion within their courses to conform to the educational goals and requirements of their courses; however, policies will be clearly detailed in the course syllabus, which must be provided to each student enrolled in the course. It is the responsibility of the student to arrange make up work missed because of legitimate class absences and to notify the instructor when an absence will occur. The instructor determines the effect of the absences on grades. Students are expected to attend all class meetings and complete all assignments for courses in which they are enrolled. It is the discretion of the faculty to excuse brief and occasional absences for reasons of illness, injury, family emergency, religious observance or participation in a College-sponsored activity.

Instructors must make accommodations for absences for the following reasons: military service or mandatory public service (e.g., jury duty). Students will not be penalized for mandatory military training or jury duty and will be given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments, even though it may not be the same assignment, in the event of a schedule or class conflict due to mandatory military training or jury duty. It is the responsibility of the student to inform the instructor at the beginning of the semester of the potential for mandatory military training or jury duty conflicts if known. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

For Financial Aid purposes, faculty are required to take attendance in order to report a last known date of attendance for any student receiving a failing final grade.

### **No Show**

In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation.

Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the end of the 15<sup>th</sup> day of fall and spring semesters (this deadline is pro-rated for the summer term(s)) will be administratively deleted from the course by Great Falls College administrative personnel. This process will only be carried out after proof of multiple attempts to contact the student is documented by faculty.

Students, who do not attend a class prior to the end of the 15<sup>th</sup> day of fall and spring semesters, (this deadline is pro-rated for the summer term(s)) and do not drop themselves from the course will not receive a refund of tuition in the course and will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student's financial aid award and bill with the college.