



SUBJECT:	Academic Affairs				
POLICY:	210.1 Attendance & No Show				
PROCEDURE:					
EFFECTIVE:	April 2013	REVISED:	June 2026	REVIEWED:	

Introduction and Purpose

Great Falls College MSU recognizes the correlation between attendance and student success, 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.

Policy

Attendance

Students are expected to participate in and complete all assignments for courses in which they are enrolled, regardless of modality. Attendance is required for any course that has scheduled meeting times, whether onsite, online, or at a remote location, such as a clinical, internship, or other setting. For courses without a scheduled meeting time, students are expected to log into the course throughout the week to view announcements, emails, and complete assignments by the given due dates.

Instructors may establish attendance practices at their own discretion within their courses to conform to the educational goals and requirements of their courses; however, such course- or program-level policies will be clearly detailed in the course syllabus or program handbook, which must be provided to each student enrolled in the course or program. It is the responsibility of the student to arrange to make-up work missed, if allowed, because of legitimate class absences and to notify the instructor in advance when an absence will occur. The instructor determines the effect of the absences on grades. It is the discretion of the faculty to excuse brief and occasional absences for reasons such as illness, injury, family emergency or death, religious observance or participation in a college sponsored activity.

The college recognizes the following circumstances may cause a student to be absent: mandatory training for those serving in the U.S. military reserves or part-time in the National Guard, those summoned to jury duty, and those subpoenaed for legal reasons. In these situations, students must notify the instructor prior to the absence and work with the instructor to create a plan to make up the missed work. Students will not be penalized for occasional mandatory military training, jury duty or legal subpoenas and will be given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments; however, it does not need to be the same assignment. It is the responsibility of the student to inform the instructor at the beginning of the course of the potential absences if known.

Individuals actively serving in the U.S. military who will miss more than an occasional meeting should consider asynchronous options if available. Students who will miss more than 25 percent of a course, either in attendance/participation or assignments/activities, due to military or civic service should enroll in a subsequent semester instead. Students cannot make up more than 25 percent of a course. If work cannot be made up by the end of the course, the student may request an Incomplete grade if the student meets the

criteria for requesting an Incomplete (see [Policy 308.1 Grading](#)). For reasons related to Title IX, see the [MSU Four Campus Policy - Equal Opportunity, Non-Discrimination and Harassment Policy](#).

Attendance Tracking & Reporting

Faculty are required to track attendance/participation. Such records should be kept following the college's [Records Retention Schedule](#) and Faculty Handbook. For Financial Aid purposes, faculty are required to report a last known date of attendance/participation for any student receiving a failing midterm or final grade.

No Show/Participation Reporting

In order to receive a grade, a student must have active participation in an instructional activity related to the student's course. Academic engagement includes, but is not limited to the following:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the instructor.

Academic engagement does not include emailing or talking to an instructor or logging into an online class or tutorial without any further 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 15th day of fall and spring semesters (this deadline is pro-rated for the summer term(s) and 8-week parts of term) will be administratively removed from the course by Great Falls College MSU administrative personnel. This process will be carried out after faculty and advisors have attempted to contact the student.

Students who do not attend a class prior to the end of the 15th day of fall and spring semesters (this deadline is pro-rated for the summer term(s) and 8-week parts of term) and who do not drop themselves from the course will receive a refund of tuition/fees in the course and will not be allowed to attend/participate in the class or submit assignments after they are dropped from the course. Failure to attend or participate in a course may adversely impact a student's financial aid award and bill with the college.