

Essex County College

College Regulation

REG 6-13 NON-ATTENDANCE OF STUDENTS

Purpose:

To establish guidelines for monitoring class attendance and maintaining attendance records.

Application:

1. Attendance records will be maintained by the individual faculty member, for all classes and these records will be turned in to the appropriate Division/Department Chair and/or Program Director at the end of each semester and in the interim upon request.
2. In the event an instructor is unable to meet his/her class on a given class meeting, arrangements will be made through the appropriate office to go have the class covered and attendance taken.
3. Faculty members will notify the Divisional Counselor via non-attendance forms of the names and social security numbers of those students whose class attendance is viewed as endangering the successful completion of the course requirements.
4. The Counselor will:
 - a. Contact the student by the appropriate means, and; encourage the student to see him/her immediately to resolve problems related to his/her lack of attendance.
 - b. Communicate to the faculty member the outcome of the contact with the student;
 - c. The Counselor will be responsible for maintaining records of contacts, communications and responses.
5. The faculty member, in concert with the appropriate Division/Department Chair and/or Program Director, shall make the decision to improve or retain the student based upon the recommendation received from the counselor as well as their assessment of the outstanding demands for the course.
6. Should the faculty member decide to have the student removed from the class; this action will be communicated to the student and appropriate Division/Department Chair and/or Program Director and appropriate Academic Dean within the College community.

Responsible Official(s):	Reference:
Regulation History:	Attachment(s):