

# Essex County College

## College Regulation

### REG 6-13 NON-ATTENDANCE OF STUDENTS

**Purpose:**

To establish guidelines for affirming the presence of registered students.

**Definitions:**

Learning Management System (LMS): a software application or web-based technology for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, materials, or learning and development programs.

**Application:**

1. Attendance records will be maintained by the individual faculty member for all classes. These records assist the College in meeting requirements set forth by the US Department of Education. They are 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. Such records will be used to determine “No Show” status and used to determine the Last Date of Attendance where appropriate. The Last Date of Attendance is required for students who have stopped out (unofficially withdrawn).
3. Attendance includes, but is not limited to a student:
  - a. Attending an in-person, hybrid, or virtual class;
  - b. Contacting the instructor via phone, email, or LMS (Learning Management System) message to discuss academic course activities;
  - c. Submitting an assignment in person, via email, or through a learning management system;
  - d. Participating in an online course discussion; and
  - e. Engaging in any academically related course activity.
4. Faculty members must enter attendance verification information into the College’s system at critical times during the semester as specified.
5. If a faculty member cannot meet their class on a given class meeting, arrangements will be made through the appropriate office to have the class covered and/or attendance taken.
6. Faculty members will Contact the student by the appropriate means and encourage the student to see them immediately to resolve problems related to the student’s lack of attendance.
7. The Faculty member will maintain records of contacts, communications and responses.
8. The faculty member, in concert with the appropriate Division/Department Chair and/or Program Director, shall decide to improve, remove, or retain the student based upon outreach and response/engagement of the student’s interest in attending the course. If the student is reinstated into the course, the faculty member and student will determine how to meet the outstanding demands of the course, if applicable.
9. For purposes of this regulation, the Department Chair and/or Program Director may designate specific tasks related to the non-attendance of students to Mentors, Advisors, or Counselors, as appropriate.

Responsible Official(s): Dean of Academic Affairs	<b>Reference: 34 CFR 668.22</b>
Regulation History: 12/23	Attachment(s):