

Mountwest Administrative Procedure

College Wide Student Attendance Policy

The Faculty Council Executive Committee recommends the adoption of a mandatory, college-wide student attendance procedure. Mountwest Community & Technical College should adopt a mandatory, college-wide student attendance procedure that requires a student to attend at least 85% of his/her classes in its continuing effort to assure student academic success, satisfactory academic progress, and improve the college's completion rates.

This procedure should require that this statement be included on all MCTC syllabi beginning Fall 2013.

To obtain credit for a course a student must attend at least 85% of the contact hours for a particular course. However, instructors are given the option of allowing a student to complete the course based on the student's documented circumstances and his or her progress in the course.

Students should be advised that absences in excess of 15% of the total class meetings may result being dropped from the course. Some departments/programs may have additional attendance guidelines and related grading policies. The instructor shall detail the specific attendance policy for his/her class. Students are responsible for all course work missed.

Failure to officially withdraw may result in a failing grade for the course.

A student in an on-campus course missing a cumulative of 15 percent of the class meetings and not keeping up with the course assignments may be dropped **at the discretion of the instructor**. A student in an online course is required to successfully complete the online course orientation and actively participate in the course as described in the Instructor's Course Requirements (ICRs). A student not meeting these requirements may be dropped at the discretion of the instructor.

If there is an attendance component, as part of earning a passing grade in a class, then a student who has not attended the required percentage, up to the point of mid-term, could not be considered as passing the class. The attendance percentage would be up to the individual faculty member as part of their course syllabus so that we would not need to incorporate it into the disbursement policy per se. The grade that faculty provide at mid-term would be reflective of the student's attendance without specifying a particular attendance percentage in the loan

disbursement policy. We would specify a GPA requirement for loan disbursement, along with the SAP completion percentage.

A student who fails to maintain attendance as defined, and who does not have a cumulative GPA of 2.0 at midterm may be ineligible for financial aid disbursement.

Effective date: 8/1/2013

Approved by: Dr. Keith Cotroneo, President


