



## **AP 5070 Attendance**

### **References:**

34 CFR §668.22

A student of Rogue Community College is expected to be in attendance at all times in classes and laboratories unless there is a good reason for absence.

During the first week of the term, to assure maximum use of available class seats and to meet census reporting requirements, college instructors will record attendance. This procedure applies only to credit classes.

### **First week of the term Attendance**

This portion of the procedure applies only to term-length classes or for non-term length classes that begin during the first week of the term, and only applies to students that have registered in classes prior to the first day of the term. This procedure does not apply to classes where the class drop deadline has passed or for late start classes.

For credit classes students must attend or they may be dropped for non-attendance. Instructors will take attendance during the first week of the term for each class session. For in-person classes students who do not attend at least 50 percent of the first week's class sessions will be recorded as absent, unless they have an excused absence for that date. For web classes' students who do not submit an assignment by Wednesday of the first week of the term will be recorded as absent. Students unable to attend class during the first week class must contact the instructor prior to the class meeting to request an excused absence, if they wish to avoid being dropped from that class due to non-attendance. Students who do not meet these attendance requirements during the first week and do not have an excused absence may be dropped from the class.

Students dropped from a class or classes for non-attendance will receive a refund of tuition and fees according to college policy. Students dropped from classes will receive notice of their enrollment status.

When a student registers for a class or classes the student becomes financially responsible for the tuition and fees. Lack of approved financial aid or failure of an agency to provide funding does not relieve the student of this financial obligation. Students may be dropped from classes due to non-payment of tuition. The College is not responsible for liabilities associated with drop for non-attendance of students.

### **Last Date of Attendance**

Instructors will record students last date of attendance at end of the term for students who did not officially withdraw, and have non-passing grades. For in-person classes,



attendance is based on the last date the student either attended the class or submitted an assignment. For web classes, attendance is based on the last day a student engaged in an academically related activity such as submitting an assignment or a test. It is not the last date the student logged on, but did not submit assigned work.

Students who stop attending but do not officially drop, withdraw or notify Enrollment Services will receive the grade that they earned based on syllabus requirements. If that grade is F, Incomplete, or NP the last date of attendance will be used for reporting withdraw information to the National Student Clearinghouse, National Student Loan Data System and used for potential return to Title IV financial aid repayment calculations.

**Rescinds Policy Number: VII.A.060, VII.A.110, VII.A.130**

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