

Proposed Changes to the Attendance Policy

In attendance shall mean that the student's last day of attendance occurred on or after the last class meeting of the sixth-week or its equivalent. **Any student with absences for a given class which exceed** the equivalent of two absences (**approximately 100 minutes** per one credit hour course) by the end of the sixth-week or its equivalent shall be deemed **not "in attendance"** unless that student attends class thereafter (see examples 1 & 2 below). If it cannot be determined, from the attendance document, that the student attended class after the end of the sixth-week or its equivalent, **proof of class attendance after the sixth-week or its equivalent must be supported by a written explanation signed by the instructor.**

Likewise, a student shall also be deemed **not "in attendance"** if the student is absent on the last class meeting of the sixth-week or its equivalent unless that student attends class thereafter (see examples 3 & 4 below).

Course Type	Total Minutes	Minutes Per Wk	Minutes Allowed	MTWRF	Absences Allowed			One Day
					MWF	MW	TR	
4-SCH	3,000	200	400	10	6	4	4	2
3-SCH	2,250	150	300	10	6	4	4	2
2-SCH	1,500	100	200		6	4	4	2
1-SCH	750	50	100			2	2	1

Example 1:

Class: SPT 1113-01
Days: MWF
Term: Spring 2007
Cut-off: Friday, 23 February 2007
Student: John Doe
Excessive absences: Yes, (7)
Presence: 19th, 21st, 23rd February
Absence: 7th and 8th weeks
Count Student: NO

Example 2:

Class: SPT 1113-01
Days: MWF
Term: Spring 2007
Cut-off: Friday, 23 February 2007
Student: John Doe
Excessive absences: Yes, (7)
Absence: 21st & 23rd February
Presence: 7th and 8th weeks
Count Student: YES

Example 3:

Class: SPT 1113-01
Days: MWF
Term: Spring 2007
Cut-off: Friday, 23 February 2007
Student: John Doe
Excessive absences: No
Absence: 23rd February
Absence: 7th and 8th weeks
Count Student: NO

Example 4:

Class: SPT 1113-01
Days: MWF
Term: Spring 2007
Cut-off: Friday, 23 February 2007
Student: John Doe
Excessive absences: No
Absence: 21st & 23rd February
Presence: 7th and 8th weeks
Count Student: YES

NOTE:

Attendance documents (digital or paper) must be available to audit staff upon their arrival to the audit site. Attendance documents must be arranged in order of **course subject, course number and course section, NOT by instructor.**

There must be a class attendance roll for each course that was uploaded in the college's course file. If a class did not make, a statement to that effect must be included in the attendance documents. All attendance documents must be made available for examination during the first day of the audit visit.

The lead auditor may, at his or her discretion, select instructors to interview regarding their class attendance documents. If discrepancies are found between a given attendance document (class attendance roll) and the information provided by the instructor, the lead auditor may disallow the all hours generated by the given class.