

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section II - Academic/Student

**SUBJECT:** ATTENDANCE

**REVIEWERS:** Provost

**Related Policies to Consult:**

CCHS Policies: [Withdrawal, Leave of Absence, Incomplete \(Sec. II\)](#)  
[Dismissal \(Sec. II\)](#)

**I. POLICY**

The instructional work of the college is designed for class attendance, and attendance is expected.

**II. PROCEDURE**

- A. Course faculty will determine the attendance policy for each class. All policies will be designed to encourage maximum class attendance. Each course syllabus will specify the attendance policy and will make clear the impact attendance and timeliness may have on course grades. While the college strongly discourages a class policy which differentiates "excused" versus "unexcused" absences, it is acknowledged that a faculty member may occasionally be called upon to exercise unbiased judgment in applying the policy.
- B. Attendance will be recorded at each class meeting and within each online course and attendance records are to be maintained so as to be accessible to support staff and administrative personnel as needed. At the instructor's discretion, attendance may be taken at additional intervals within a multi-hour class meeting.
- C. Participation and attendance in online courses is defined differently than face-to-face courses. Attendance in an online course is defined as regular weekly completion of course assignments. In addition, students must confirm enrollment in online courses by logging in to the course during the first week of classes and completing the first assignment by the specified due date. Students who do not meet the attendance requirements during the first week of classes will be dropped from the course. Logging into the course without active participation will not be considered regular attendance. Instructors are responsible for incorporating instructional activities in their course to encourage active participation and to provide a mechanism for tracking regular attendance, such as discussion forums, quizzes, or other online assignments.
- D. Students who miss class, regardless of the reason, will be responsible for notes and assignments missed. Completing make-up work does not, however, "erase" the absence. A student may be dismissed from a course by faculty when the number of allowed absences (if stipulated) has been exceeded, or when, in the opinion of the faculty member, the student has missed so much work as to preclude the possibility of successful completion of the class (see Dismissal policy). Students who are in violation of the specified course attendance policy will be contacted by the faculty member, referred to the student success coordinator for assistance, and/or provided with instructions for withdrawing from the course if necessary.
- E. The Attendance policy and procedure will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_