Attendance (Faculty)

I. Policy Section

8.0 Students

II. Policy subsection

8.8. A Attendance (Faculty)

III. Date of most recent change

October 28, 2010 (Draft for AGC Vote)

IV. Policy statement

Attendance standards shall be established by each individual faculty member on a class-by-class basis with attendance requirements and the consequences of not meeting them clearly stated in the class syllabus. Consequences for not meeting attendance standards must conform to other college policies, including the Student Code of Conduct, and allow for due process when necessary. Faculty members may reduce the grade of a student who fails to meet attendance requirements, but may not permanently remove a student from class for attendance issues, except in the case of external placements. This does not apply to students that have been given a NS notation. NS notations are final and students are not allowed to return to class after a NS notation has been issued.

Grand Rapids Community College makes no distinction between “excused” and “unexcused” absences. If students are not present in a class in which they are enrolled, they are absent, regardless of reason.

The College faculty and administration expect that all faculty members will extend to each other the professional courtesy of permitting students to miss their classes due to participation in College sponsored extra curricular activities as these activities dictate. Students must understand, nevertheless, that they are responsible for all class work missed under such circumstances and that missing class could have a negative impact on the student’s learning and final grade.

Each faculty member shall maintain an accurate daily record of the attendance of each student enrolled in each of the faculty member’s classes. This record should include date of last attendance when necessary.

V. Reason for policy
Grand Rapids Community College believes that attendance is essential to student success and sees excessive absenteeism as a very serious matter, but also believes the classroom instructor is the best evaluator of the impact attendance may have on student success in any given class.

Accurate student attendance records must be maintained to ensure compliance with Federal and State Law as it relates to financial aid, veterans benefits and State audits.

VI. **Entities affected by this policy**

Students, faculty and staff

VII. **Who should read this policy**

Students, faculty and staff

VIII. **Related documents**

College catalog, student handbook and the Faculty Association Contract

IX. **Contacts**

Affected faculty and staff, college administration

X. **Definitions**

N/A

XI **Procedures**

N/A

XII **Forms**

N/A

XIII **Effective Date**

September 2008
Revision January, 2011
Effective Fall 2011

XIV **Policy Review/Revision Date**

As required, but not later than 3 years from the effective date (2013-2014).