

## DSCC Classroom Attendance Policy

### I. Purpose

The purpose of this policy is to improve student success by setting standards for class attendance.

### II. Scope

This policy applies to all credit courses (on ground and online).

### III. Policy

Regular class attendance is essential to student success in college. Absence from the classroom negatively affects student success and learning outcomes. Dyersburg State Community College has established the following Class Attendance Policy which is applicable to all students attending classes both in person and online.

1. Attendance at all class sessions and regular participation in any online course for which a student is registered are expected.
2. Absences will be counted from the first meeting of the class.
3. It is the student's responsibility to contact the instructor prior to an absence from class or shortly after the absence. The instructor will determine whether an absence is excused or unexcused.
4. The student is responsible for all work and/or lecture material covered in any missed class session. The instructor will determine whether to accept makeup work for the class.
5. Students who have three (3) consecutive unexcused absences from a class that meets three (3) hours per week, or two (2) consecutive unexcused absences from a class that meets twice weekly or one (1) unexcused absence from a class that meets once weekly in a three (3) hour block, will be reported as "stopped attending." Students who do not participate in an online course for one week will be reported as "stopped attending."
6. Students who exhibit a pattern of absences, even if not consecutive, may also be reported as "stopped attending."

7. A “stopped attending” designation may negatively impact receipt of current and future financial aid.
8. It is the student’s responsibility to officially withdraw from a course if a “stopped attending” designation is reported or if continuing, regular attendance proves impossible. In these circumstances, failure to withdraw from a course by the deadline listed in the Academic Calendar will result in a grade of “F,” and may negatively impact eligibility for future financial aid and/or continued enrollment (please note that a grade of W may also negatively impact eligibility for future financial aid).
9. Failure to contact the instructor prior to an absence may result in the designation of the absence as being “unexcused.”
10. Students wishing to appeal a determination of an unexcused absence or “stopped attending” designation should attempt to resolve the matter with the instructor within five (5) days from the last date of attendance. If the student still wishes to appeal, he/she must present the matter in writing to the Vice President for the College within five (5) days after attempting to clarify or resolve the matter with the instructor. The Vice President should receive the appeal within ten (10) days after the last date of attendance. After the Vice President for the College receives the appeal, a hold will be placed on the student’s account during the appeal process. The Vice President for the College will render a final decision within ten (10) days. If the Vice President for the College denies the appeal, unearned financial aid money will be returned to the Federal Government (as required by Federal law) and the student may have an account balance. It should be noted that if an appeal is not requested, any unearned financial aid money will be returned to the Federal Government and the student will have to repay unearned financial aid money.
11. Nothing in this policy shall be construed as preventing an instructor from having a more restrictive attendance policy regarding absences for an individual class.

#### **IV. Compliance**

All DSCC faculty and students are asked to adhere to this policy.

#### **V. Definitions**

The Academic Calendar can be found in the DSCC College Catalog.

#### **VI. Revision History**

This policy was reviewed and approved by the Faculty Assembly and the Administrative Council in Fall 2011.