



# Policies and Procedures

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**TITLE: STUDENT ATTENDANCE**

**POLICY NO: 1-3**

**EFFECTIVE DATE: 02/20/90**

**VCCS POLICY NO: [5.6.8](#), [6.2.2](#), [6.2.3](#)**

**REVISED DATE: 05/20/08**

I. Purpose:

To better promote a culture of student learning and effective enrollment/classroom management at the college.

II. Definitions:

Official drops: Students who inform the college of their drop from classes are considered to have officially dropped. Students provide notice by completing [JSRCC Form No. 11-0002, Add/Drop](#), and submitting it to a campus Student Success Center or Admissions and Records on or before the published last day to drop a course for a refund. Students may also drop a course using the Student Information System at MyJSRCC.

Official withdrawals: Students who inform the college of their withdrawal from classes are considered to have officially withdrawn. The college's policy for official withdrawals is [JSRCC Policy 1-10](#), Student Withdrawal from a Course(s). Students provide notice of their withdrawal by completing [JSRCC Form No. 11-0004](#), Request to Withdraw from a Class(es), and submitting it to a campus Student Success Center or Admissions and Records on or before the published last day to withdraw.

Unofficial drops: Instructors inform college administration about students who have not participated in or attended class during the first 15% of the course.

Unofficial withdrawals: Instructors inform college administration about students who have unofficially withdrawn. Unofficially-withdrawn students are those who have stopped performing academically-related activities such as attending their classes, completing class assignments, taking exams, or participating in tutorials or computer-assisted instruction. If the instructor does not know of the student completing any academically-related activities for a consecutive period of 20% (or three weeks of a full semester course) between the census date (15% mark) and the withdrawal deadline (60% mark); and, if the instructor does not have any contact with the student indicating that the student plans to return to class activities, the instructor must report the student as unofficially withdrawn from his or her class.

Withdrawal date for official withdrawals: J. Sargeant Reynolds Community College has prescribed the withdrawal date for official withdrawals to be the date a Student Success Center or Central Admissions and Records receives [JSRCC Form No. 11-0004](#), Student Withdrawal from a Class(s).

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Never-attended student: Students who enroll for a class and do not attend at least one class or participate at least once in a distance education class within the first 15% of the course are considered a never-attended student.

Last date of attendance: A student's last date of attendance is the last date documented by the instructor of an academically-related activity such as attendance in class or completion and submission of a class assignment, exam, tutorial, or computer-assisted instruction. The college has prescribed this to be the withdrawal date for unofficial withdrawals.

Attendance certification form: Instructors will certify attendance and report never-attended students using [JSRCC Form No. 11-0031](#), Attendance Certification, and unofficially-withdrawn students using [JSRCC Form No. 11-0032](#), Attendance Certification.

Census date: The census date is the last day to drop with a refund, and it occurs at the 15% point in the semester or session. The specific dates are published in the respective *Schedule of Classes* for a given semester.

III. Policy:

A. Expectation of the student

Students are responsible for their enrollment in a course and must comply with all institutional obligations and institutional deadlines before being enrolled in a course. Students wishing to drop from a course should complete [JSRCC Form No. 11-0002](#), Add/Drop, and submit it to a Student Success Center or complete the transaction using the Student Information System at MyJSRCC by the published deadline. Students wishing to withdraw from a course or courses should complete [JSRCC Form No. 11-0004](#), Request to Withdraw from Class(es), and submit it to a Student Success Center by the published deadline to report their withdrawal.

Students who do not submit the appropriate forms or attend classes within the guidelines outlined in this policy may have an adverse transaction occur on their record, which may include removal from the course, or a grade of W, F, or U in the course. An exception to these actions would occur if the student has contacted the instructor and provided a reason that is accepted by the faculty member.

B. Expectation of faculty

Faculty members are expected to provide students with both the institutional and classroom attendance requirements for the course on the course syllabus. This includes distance learning courses. Attendance requirements should be reviewed with students during the first class meeting for the term. Faculty members are also expected to keep a daily record of attendance and should reconcile their class roster weekly through the first 15% of their course. In the case where a student is present in the class and not on an official class roster, the faculty member must refer that student to a Student Success Center for proper enrollment in the course.

C. Attendance certifications

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Faculty members are required to certify attendance of students in their courses two times per semester at the 15% mark and the 60% mark. Students who do not attend any classes during the first 15% of the semester will be administratively dropped from the course(s) and issued a refund. Students who do not attend classes for an extended period during the withdrawal period will be administratively withdrawn from the course and will not receive a refund. Those students who are found to have not attended classes are to be reported to the Admissions and Records office. For dynamic courses that are one week or less in length, faculty members are only required to report attendance for both the 15% and 60% at one time.

**D. Student requests to correct attendance reporting**

Students who have been inadvertently removed from a course, or who have received a failing grade in a course, may request to have these actions corrected by providing the instructor documentation demonstrating that the student did participate in class. In instances where students were administratively dropped from the course, the student will have to initiate the Late Add policy ([JSRCC Policy 1-37](#)). If the student is not at fault, the faculty member must initiate the late add request.

In instances where the student was administratively withdrawn from the course, the instructor may e-mail the Admissions and Records director and the school dean documenting the student's last date of attendance or participation in an academically-related activity beyond the 60% point of the semester. Upon approval of the school dean, the student will be reinstated to the course and the grade of W removed. The instructor should maintain the documentation proving the student's last date of attendance for a period of three years in the event of a federal audit.

**E. Distance learning courses**

All attendance policies and criteria apply to distance learning students. It is the responsibility of the faculty to ensure the accurate and timely reporting of the attendance of students enrolled in the course. For the purpose of meeting the reporting requirements outlined within this policy, faculty should use the following guidelines in developing and managing their distance courses:

1. Clearly outline the attendance criteria for the course in the course syllabus. Attendance may be defined as logging into Blackboard for the class.
2. Require that students participate in a documented activity each week within a term.

**F. Sample syllabus statement**

Instructors may want to place information on their syllabus similar to the below statement:

“In order to achieve the maximum benefit of this class, it is expected that you attend all classes. Per JSRCC’s [JSRCC Policy 1-3](#), Student Attendance, a record of your attendance will be maintained by the instructor and reported to

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the Admissions and Records office. If you do not attend class for a substantial amount of time, you may be subject to an adverse effect on your enrollment status in the class and/or your grade. It is your responsibility to inform the instructor of any anticipated absences. If you decide that you do not want to or cannot complete this course, it is recommended that you comply with the institution's drop or withdrawal policy by completing the appropriate forms in the Student Success Center by the appropriate deadline."

IV. Procedures: N/A

V. Other Information:

Attachments

[Attendance Certification Procedures](#)

JSRCC [Form No. 11-0031](#), Attendance Certification (Never-attended students)

JSRCC [Form No. 11-0032](#), Attendance Certification (Unofficially-withdrawn students)