

Procedure 3.0901

Attendance Procedure

Curriculum

Beaufort County Community College adheres to the philosophy that regular attendance and/or participation in courses is essential to receiving maximum benefit from the educational experience. Therefore, instructors are required to take attendance through the entirety of the courses they are teaching. Instructors must record student attendance in Self Service. Instructors are required to have all class attendance updated in Self Service by the close of business every Friday.

Attendance for courses with a physical meeting time and place is constituted by one of the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and the students
- Submitting an academic assignment
- Taking an exam, interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with faculty members to ask a question about the academic subject studied in the course

Attendance for online courses is constituted by active participation in one of the following:

- Interactive tutorial in which the student must participate to receive an attendance mark
- Video with required completion of at least one question after viewing
- Discussion board/interaction with other students in class
- Practice exam
- Test review
- Quiz (less than 5 questions would be acceptable)
- Required reading with completion of at least one question after the reading
- Journal entry based on material covered or read

Continuing Education

Instructors are required to take attendance for all meeting dates of the course. A student is considered absent if that student did not attend during the specified times or days the class was scheduled to meet. Students who do not attend one or more classes prior to or on the census date of the class may be dropped from the class.

Absences may be considered legitimate and eligible for makeup at the discretion of the instructor. The student is responsible for seeing the instructor, providing the reason and relevant documentation of the absence, and requesting a make-up date and/or make-up assignment.

Procedure

An instructor may refuse admission to class to any student who arrives more than ten minutes late to a class. A student who leaves class early may be counted absent for that date.

Some classes may have more restrictive attendance procedures which will be noted in the class syllabus. Attendance procedures described in syllabi will be the official procedures for that class. Continuing education certification classes governed by a state or federal accrediting agency may have attendance procedures that supersede the College's procedures.

Attendance for online students is calculated according to required assignments and a specified level of contact as determined by the instructor. Online students have a valid entry to an online class through a written assignment submitted prior to the census date.

References

Legal References: IG SBCCC 200.94

SACSCOC References: *Enter SACSCOC references here*

Cross References: Academic Policy, Admissions Procedure, Attendance Policy

History

Leadership Council Review/Approval Dates: [Leadership Council Review/Approval Date]

Senior Staff Review/Approval Dates: 05/09/2016, 2/23/18, 4/17/2023

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*