

Approved by: Faculty and President

Date Approved: October 12, 2017

1. Summary: This policy establishes the expectations and responsibilities for student attendance in on-campus courses or participation in online courses.

1. Rationale: The college recognizes that:

- a. Students should be encouraged to attend and participate in all courses in which they are enrolled.
- b. Students should be apprised of how course attendance might affect course grades and/or financial benefits.
- c. Individual professors are in the best position to determine how student attendance or participation affects the attainment of student learning objectives for particular courses.

2. Entities Affected: students, faculty, staff

3. Definitions:

On-campus Course: any course in which the delivery method is traditional or face-to-face.

Online Course: any course which is taken entirely online. This does not include traditional on-campus courses that utilize online resources.

4. Policy:

Attending On-Campus Classes

Criswell College is not an attendance-taking institution. Students are responsible for enrolling in courses for which they anticipate being able to attend every class session on the day and time appearing on course schedules, and then making every effort to do so. When unavoidable situations result in absence or tardiness, students are responsible for acquiring any information missed. Professors are not obliged to allow students to make up missed work. Per their independent discretion, individual professors may determine how attendance affects students' ability to meet course learning objectives and whether attendance affects course grades. Professors apprise students of such information in course syllabi.

Participating in Online Classes

Students are responsible for enrolling in online courses for which they anticipate being able to participate weekly during the weeks appearing on course schedules, and then making every effort to do so. Such participation may include the following: completing quizzes or exams; emailing faculty or class members as part of an assignment; discussion board posting or response; turning in an assignment; or other communication reflecting ongoing learning in the course. When unavoidable situations result in non-participation, students are responsible for acquiring any information missed. Professors are not obliged to allow students to make up

missed work. Per their independent discretion, individual professors may determine how participation affects students' ability to meet course learning objectives and whether participation affects course grades. Professors apprise students of such information in course syllabi.

Maintaining Eligibility for Financial Aid

Students receiving grants, loans, or scholarships must meet certain requirements of various departments at the college and should consult relevant sections of the *Catalog*. To ensure such funds will not be forfeited, students are responsible for contacting the proper departments to ascertain any specific course participation requirements and consequences of not meeting such requirements. Students receiving grants, loans, or scholarships should consult the Financial Aid office.

5. Procedure:

- a. **Implementation:** Not applicable.
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** This policy, or relevant portions or summaries thereof, will be posted on the College's website and published in the College's *Catalog* and course syllabi.
- d. **Policy Review:** This policy will be regularly reviewed according to the college's policy review procedure.

For the Office of Institutional Effectiveness and Research only:

Policy version: 4.0	Policy number: 3.003
Related policies:	

Policy History

Version 1.0	N/A
Version 2.0	February 3, 2016
Version 3.0	April 22, 2016
Version 4.0	October 12, 2017