

**Approved by:** Faculty and President

**Date Approved:** October 11, 2023

**Effective Date:** October 12, 2017

1. **Summary:** This policy establishes the expectations and responsibilities for student attendance in on-campus and online courses.
2. **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.

3. **Entities Affected:** students, faculty, staff

4. **Definitions:**

*academically related activity:* any course-related activity that may be used as evidence of attendance. Examples include:

- physical presence in a classroom during a class session with the instructor present;
- participation in a synchronous remote video class session with the instructor present;
- submission of an academic assignment, quiz, or exam;
- participation in an interactive tutorial or computer-assisted instruction;
- participation in a study group or discussion board that is assigned by the instructor;
- documentation showing that the student and the instructor corresponded about the academic subject of the course.

**NOTE:** Logging into a Canvas course alone or logging into a Synchronous Online class session without active participation or with the camera off is not considered attendance.

*census period:* the period at the beginning of a semester/term during which attendance data is collected in order to demonstrate compliance with Federal Aid regulations Veterans Affairs (VA) attendance requirements. This period runs from the first day of classes of a semester/term through the end of the last day to drop, both of which are found on the Academic Calendar. There is no census period for winter terms since there is no last day to drop courses.

*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.

**5. Policy:**

Criswell College is not an attendance-taking institution. Students are responsible for enrolling in courses for which they (1) anticipate being able to attend every on-campus class session on the day and time appearing on course schedules, or (2) participating in academically related activities as identified in online-course schedules including synchronous class sessions conducted remotely by video, and then making every effort to do so. When unavoidable situations result in absence or tardiness, students are responsible for acquiring any missed information. Professors are not obligated 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.

For the purpose of demonstrating that students are active in the courses for which they have registered (in compliance with Federal Financial Aid regulations and VA attendance requirements), instructors report student participation in academically related activities during census periods. At the end of the census period, the Registrar will drop students from courses in which they have failed to participate in any academically related activity.

**Maintaining Eligibility for Financial Aid**

Students receiving grants, loans, or scholarships must meet specified requirements of various departments at the College and should consult relevant sections of the *Academic 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.

**6. 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 *Academic 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 the President only:

Policy version: 5.0	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
Version 5.0	October 11, 2023

