



## **Rowan College of South Jersey**

### Administrative Procedure: 3303 **STUDENT ATTENDANCE**

As stated in the policy, attendance and accurate record keeping are essential requirements to meet state and federal regulations for financial aid; are calculated for successful completion of educational foundation courses; and impact student grades as determined by each instructor consistent with his/her stated policy in the course syllabi or outline. Additionally, attendance data is the fundamental basis in the calculation of State Aid to the College.

#### **Students**

Students must attend the first class meeting in which they are registered (including, for example, labs and discussion sections) unless they obtain prior approval from the instructor for an intended absence before the first class meeting. General course syllabi can be found on the College's website at: <http://www.rcgc.edu/Syllabi/Pages/Course-Syllabi.aspx>. However, on the first day of class, instructors will provide a detailed course outline detailing class policies governing grading, attendance, and assignments. It is, therefore, highly recommended that all students attend the first day of class since it is their responsibility to know the instructors' attendance requirements and other policies as stated in the detailed instructor outline.

The College respects the diversity of various faiths and practices. Students who wish to observe religious holidays which occur when classes are scheduled must inform their instructors before the fact. Faculty will make every effort to provide reasonable opportunities for students to make up missed work and examinations.

#### **Faculty and Adjunct Faculty**

Faculty and adjunct faculty are required to keep accurate attendance records and adhere to attendance according to the dates established by the Academic Division and Student Records, and provide students with attendance requirements. Prior to the start of each term the Faculty Entry Timeframes (FET) are published on the Faculty Portal.

Faculty and adjunct faculty cancelation of classes may negatively impact student success. General College policy requires that all faculty and adjunct faculty meet their assigned classes

unless prevented by illness or other extraordinary circumstances. If for reasons of illness, death in the family, religious observance, or other emergency, a faculty member cannot be present for a scheduled class, the department dean should be notified prior to the start of class in order to contact the class or make alternate arrangements. Faculty and adjunct-faculty are not permitted to change time, place, or duration of a class without the permission from the department dean. The department dean will be responsible for informing the Vice President of Academic Services, the Administrator, Academic Services, and Safety and Security of any changes.

### **Student Attendance Records and Grading**

Records of students' grades and attendance must be maintained in the attendance/grade folder made available to instructors (from the divisional team coordinators) prior to the first day of class. An accurate record is required in the event a question is raised about a grade or attendance. The attendance folder is to be given to the dean or team coordinator in the appropriate division at the conclusion of each semester. Grade folders that include attendance and grade data are due 48 hours after the last day of class.

A copy of an electronic spreadsheet which has received prior approval from the appropriate dean may be substituted for manual recording in the grade folder, but it must be attached to the folder for filing and maintained in accordance with records retention guidelines.

The grade folder or electronic spreadsheet must include the following data:

1. Entry date – established by add/drop form or course selection sheet;
2. Withdrawal date – system generated on the date the Withdrawal (“W”) was processed;
3. Any absences;
4. Grades assigned throughout semester; and
5. Final percent grade and letter grade.

For step-by-step instructions on maintaining attendance including Attendance Verification, Never Attended (NA), Early Alerts, and Final Grades Reporting, please consult the *Student Records Instructional Manual*, provided by the Office of Student Records, and the current *Faculty Handbook*.

### **Online Attendance**

*Definition:* A student attends an online course (or the online portion of a hybrid/blended course) by participating in class or otherwise engaging in an academically-related activity. Examples include, but not limited to: contributing to an online discussion or text chat session; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing and/or completing a tutorial; or initiating contact with a faculty or adjunct faculty member to ask a course-related question.

Documenting that a student has logged into an online class or website is not sufficient, by itself, to demonstrate academic attendance by the student. For example, if a student simply logs into an online course and logs out without further activity, the student did not attend the online class on that day.

### **Educational Foundation Courses**

A student who does not successfully complete an educational foundation course and who misses 20% or more of the scheduled class time in a semester will be assigned a grade of **NP (No Progress)** as a final grade at the end of the semester.

### **Essentials**

- Students are responsible for knowing the instructor's attendance policy;
- Instructors are expected to keep accurate attendance records as prescribed by the College and follow the FET guidelines for reporting posted for each term on the Faculty Portal;
- Instructors are required to provide students with attendance and grading requirements and Withdrawal dates relevant to their class; and
- Reasonable accommodations to make up work missed as a result of either faculty, adjunct faculty, or student absences will always be attempted.

Area: Academic Services  
Approved: 07/01/19

President's Authorization:



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *3303 Student Attendance*  
and *8205 Student Attendance Documentation*

Rowan College of South Jersey Administrative Procedure, *8205 Attendance Documentation*

Student Records Instruction Manual  
Faculty Handbook

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