

# **CAROLINAS COLLEGE OF HEALTH SCIENCES**

## **POLICY AND PROCEDURE**

### **ACADEMIC**

**SUBJECT:** ATTENDANCE

**REVIEWERS:** Provost\*  
Dean of Student Affairs & Enrollment Management  
Manager, Business Office

### **POLICY**

The instructional work of Carolinas College is designed for class attendance and attendance is expected. The college will maintain an orderly, accurate and efficient process for knowing which registered students are attending class at the beginning and throughout each semester.

### **PROCEDURE**

- A. Course faculty will determine the attendance policy for each class. All policies will be designed to encourage maximum class attendance. Each course syllabus will specify the attendance policy and will make clear the impact attendance and timeliness may have on course grades. While the college strongly discourages a class policy which differentiates "excused" versus "unexcused" absences, it is acknowledged that a faculty member may occasionally be called upon to exercise unbiased judgment in applying the policy.
- B. Rosters, available in SONIS, are available to each instructor for their class(es) throughout the semester. Rosters should be rechecked by instructors periodically in SONIS during drop/add week for any changes.
- C. Attendance will be recorded at each class meeting and within each online, simulated, or virtual course and attendance records are to be maintained so as to be accessible to support staff and administrative team members as needed. Attendance for the first week of classes will be recorded in SONIS using the course roster "Attendance" function. At the instructor's discretion, attendance may be taken at additional intervals within a multi-hour class meeting. Clinical courses in the associate degree nursing program have a first day attendance policy. Students not in attendance the first day of class will be dropped from the roster. An exception can be made if the student contacted the instructor before class and has an excusable circumstance.
- D. During the second week of classes, the director of student records and information management (Registrar) verifies any "no shows" within SONIS. The Registrar will then reverse the registration of any "no shows," notify the business office and financial aid of the enrollment status change and update their admissions disposition to "failed to enroll." Each semester, the Registrar will release a memo describing this procedure to each instructor, program chair and the academic affairs staff assistants. The memo shall also include the:
  - Start and end dates of the semester
  - School closure holidays
  - Date mid-term grades are due
  - Date final grades are due
  - Exam schedule
- E. Participation and attendance in online, simulated, or virtual courses is defined differently than face-to-face courses. Attendance in an online course is defined as regular weekly completion of course assignments. In addition, students must confirm enrollment in online courses by logging into the course during the first week of classes and completing the first assignment by the specified due date. Students who do not meet the attendance requirements during the first week of classes will be dropped from the course. Logging into the course without active participation will not be considered regular attendance. Instructors are responsible for incorporating instructional activities in their course

to encourage active participation and to provide a mechanism for tracking regular attendance, such as discussion forums, quizzes, or other online assignments.

- F. Students who miss class, regardless of the reason, will be responsible for notes and assignments missed. Completing make-up work does not, however, eliminate the absence. Students who are in violation of the specified course attendance policy will be contacted by the faculty member, referred to the student success coordinator for assistance, and/or provided with instructions for withdrawing from the course if necessary. A student may lose access to a course when the number of allowed absences (if stipulated) has been exceeded, or when, in the opinion of the faculty member, the student has missed so much work as to preclude the possibility of successful completion of the class. Unless otherwise specified in the course syllabus, students that lose course access due to attendance will be able to withdraw from the course up until the withdrawal deadline. Failure to withdraw by the deadline will result in receiving a failing grade. After attempting to contact the student three times, the faculty member will complete the Course Access Removal Form. The faculty member will send the form to the program chair and the student. The program chair will forward the completed form to the Director for inclusion in the student's permanent file. A student may request to regain access to the course prior to the withdrawal deadline by meeting with the program chair.
- G. The Attendance policy and procedure will be reviewed bi-annually.

## **REFERENCES**

### **Related Policies to Consult**

#### **Carolinas College:**

ACADEMIC - Dismissal; Registration; Withdrawal/Leave of Absence (WLOA)

### **Related Form(s)**

Course Access Removal Form