

Attendance Policy and Procedures

STLCC Board Policy: Attendance

[Refer to [Board Policy, section G.9 Academic Standards for Credit Courses, G.9.1 Attendance](#). From [stlcc.edu](#), on the left-side select 'Faculty & Staff' from the 'Explore STLCC' menu, then select "Board Policy and Administrative Procedures."]

Students are expected to attend classes. Excessive absences, as determined and specified by the instructor in the course syllabus, may impact a student's grade and ultimately result in a failing grade for any course.

Instructors must document student attendance and the College must maintain records for all courses. The documentation must include attendance records for the first four weeks of the semester, first day of attendance for later starting parts of term and a last date of attendance for each student

For distance learning courses and independent study, the instructor must keep attendance records for the first four weeks of the semester, first day of attendance for later start parts of term and a last date that a student engages in the course.

Federal Regulations: Attendance Tracking

Federal regulations dictate that institutions required to take attendance have a procedure in place that documents that each student has begun attendance in all of the classes for which they were approved for federal aid. It also requires institutions to document the last date of attendance for students who withdraw from or fail their courses. Institutions must have a procedure in place for routinely monitoring attendance to determine in a timely manner when a student withdraws. The institution has 14 days to determine if a student has ceased attendance in a course.

STLCC Procedure: Attendance Tracking

St. Louis Community College utilizes a Banner XE attendance tracking function called "Attendance Tracker, ATTR" for recording student attendance. This module keeps STLCC in compliance with federal regulations to document a student's first and last date of attendance. This module is also utilized by the Financial Aid office for the purpose of processing federal financial aid.

First four weeks: Instructors must document attendance for all students – present or absent – for every class meeting within the first four weeks of the semester. Not taking attendance is not an indicator of a student's absence.

Later Parts of Term: Instructors should mark attendance for all students on the first class meeting. And thereafter must document attendance the first day the student shows up, if after the first class meet.

Federal Requirements: Online Attendance

The Department of Education requires evidence of "regular and substantive" interaction between the students and faculty for online and distance learning. Regulations state the monitoring of whether online students log into classes does not by itself result in proof of attendance. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

STLCC Procedure: Online Attendance

St. Louis Community College has decided that online courses will be required to document an academic activity/assignment weekly. Activity in the course constitutes attendance; simply logging into the course is not recognized as activity substantial enough to demonstrate attendance. To be active in the course, students should complete and submit homework assignments, take the quizzes and tests, participate in the discussion board by contributing original and valuable comments, submit writing assignments, and email the instructor with course-related questions or comments.

STLCC Procedures: Never Attends

For any class, regardless of start date: if the student never attends, is marked absent, and is not marked present, at the end of the second week of class the student will be administratively withdrawn for non-attendance. The student will receive a "W" grade, which does not count toward attempted hours and a tuition refund percentage according to the College's refund schedule.

Students cannot receive aid for classes in which they have never attended. We will utilize the Banner XE "Attendance Tracker" module to only release funds based on documented reported attendance.

If the student begins attending some but not all of his or her classes, financial aid will recalculate the student's Pell Grant award based on the student's actual enrollment status. Students may have their fees reduced based on other institutional policies.

Federal Regulations: Excessive Absences

Federal regulations require institutions to have a procedure in place for routinely monitoring attendance records to determine in a timely manner when a student withdraws. Department of Education has determined that students missing 14 consecutive calendar days of class to be excessive absences and requires the College to take appropriate action. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 calendar days after the student's last date of attendance as determined by the institution from its attendance records.

STLCC Procedures: Excessive Absences (Stop Attending)

St. Louis Community College has decided that it wants students to be identified in the system who have excessive absences without administratively withdrawing the student. Students who are marked present and not marked present again within the next 14 consecutive days are given a registration code of RN (registered but not attending). This code should allow for students to be able to be reinstated if they have an approved appeal. It should also allow for instructors to record a final grade for the student at the end of the semester.

Financial Aid will perform a Return of Title IV Refund Calculation once the student has been absent for 14 consecutive days in all of their classes and return the unearned portion of the federal aid to the Department of Education.

Federal Regulations: Excused Absences

A school may only count as days in attendance excused absences that are followed by some class attendance. That is, a school may not include as days attended any excused absences that occur after a student's last day of actual attendance.

STLCC Procedure: Excused Absences

St. Louis Community College allows the instructor to document an excused absence, such as representing the college at an event, religious holidays, family emergencies, etc. when recording attendance. The college recommends that instructors document the reason for the excused absence.

Monitoring Attendance Tracking

Compliance with St. Louis Community College's attendance policy will be closely monitored. Instructors not taking attendance in Attendance Tracker will receive email reminders. Department Chairs, Dean's and VPAA's will receive reports of classes where students are not marked with attendance. Students also will receive email notifications if they are not identified, in Attendance Tracker, as having attended a class.