

POLICY

Ocean County College recognizes that students must maintain regular class attendance in order to obtain the maximum benefit from educational opportunities. Class attendance ensures educational growth; ideas and concepts, knowledge, social development, and success are derived from the interaction of students and faculty.

Student attendance is required at all face-to-face classes and scheduled instructor appointments. Absences affect the students' academic progress and detract from the value of the class for the instructor and other students.

Student attendance in online courses is measured by active participation each week. Active participation is defined as interacting in a course discussion board and/or submitting a quiz, test, or assignment. If students are unable to actively participate, they must contact the instructor through the College Learning Management System (LMS) or their College e-mail account during the week they are unable to participate. This contact is not a substitute for active participation in the course.

Attendance for hybrid courses is monitored through a combination of both face-to-face and distance learning modes.

The Higher Education Act, Student Assistance, Title IV, regulations require students to be attending class prior to the College census date in order to receive federal financial aid.

Individual instructors determine the attendance requirements for their courses. However, if an instructor chooses to include attendance as a component of course grading requirements, grade penalties for absences may be imposed only after a student exceeds the College-approved absence rate specified in the procedure to this policy.

The above statement applies only to classroom hours for Nursing students. Attendance is mandatory for the Nursing Program clinical and laboratory experience. See the Nursing Student Handbook for additional information.

- ADOPTED: August 26, 1968
- Revised: July 26, 1971
- Revised: June 22, 1981
- Revised: March 24, 1986
- Revised: March 25, 1991
- Revised: March 23, 1992
- Revised: August 25, 2008
- Revised: August 23, 2010
- Revised: July 25, 2011
- Revised: February 1, 2016
- Revised: March 23, 2017
- Revised: June 28, 2018

PROCEDURE

- A. All instructors must include their attendance requirement in all course syllabi, and it must be announced at the first class meeting of each face-to-face course. If an instructor chooses to include attendance as a component of course grading requirements, grade penalties for absences may be imposed only after a student exceeds a ten-percent absence rate.
- B. All attendance must be recorded on a weekly basis throughout the entire semester or term using the designated attendance tool within the College Learning Management System (LMS).
- C. Attendance documentation must be maintained by the College for the federally-required seven years.
- D. To be in compliance with Title IV federal regulations, which require that the College be able to certify each student's last date of class attendance in each class, instructors must record, in WebAdvisor or on the Excessive Student Absence Form, the last date of attendance when a grade of "W" is assigned.
- E. To be in compliance with Title IV federal regulations, which require that the College be able to certify each student's last date of class attendance in each class, instructors must record, on the final grade report, the last date of attendance of those students who receive a grade of "F."
- F. Instructors' class records must be maintained to document each student's last date of attendance should a federal audit require the College to provide such documentation.
- G. Students are responsible for monitoring their own attendance records.
- H. Nursing students must consult the current Ocean County College Nursing Student Handbook regarding attendance.

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