



North Hennepin Community College

Policy Information

Number: 3.55

Name: Class Attendance and Participation Policy

Effective Date: May 28, 2024

Next Review Date: AY2028-2029

Regulatory Authority:

- Minnesota State Board Procedure 5.12.1 - [Military Service and Disabled Veterans](#)
- [Code of Federal Regulations Title 34, Subtitle B, Chapter VI, §600.2 Academic Engagement](#)
- [Code of Federal Regulations Title 34, Subtitle B, Chapter VI, §688.22 - Treatment of Title IV Funds When a Student Withdraws](#)
- [Minnesota Statute 192.502 - Armed Forces Personnel](#)

Part 1. Policy Background.

The policy and corresponding procedure establish expectations and guidelines for students, faculty, and the College regarding class attendance and participation, regardless of delivery method.

Part 2. Policy Statement.

Students are expected to attend and participate in all sessions of each class in which they are enrolled.

Part 3. Definitions.

Subpart A. Academic Calendar.

The Academic Calendar is used to set semester and class dates, no-class dates, breaks, and the final exam schedule. The Academic Calendar begins each year with the fall semester.

Subpart B. Attendance.

Attendance is determined as academic engagement: active participation by a student in an instructional activity related to the student's course of study that includes at least one of the following:

- attending a synchronous class where there is opportunity for interaction between the faculty member and students;
- submitting an academic assignment;
- taking an assessment or an exam;
- participating in an interactive computer-assisted instruction;
- participating in an assigned study group, group project, or online discussion;
- interacting with a faculty member about academic matters.

Faculty may define attendance using one or more of the academic engagement activities above. Faculty will communicate their standards for attendance to students in writing. It is good practice to include this information in the course syllabus.

Subpart C. Last Date of Attendance (LDA).

Last Date of Attendance refers to the last date that the student attended class, as defined above.

Part 4. Campus Review

| Review Action | Date(s) |
|--|-----------------------|
| Diversity, Equity, and Inclusion Committee Review: | 4/3/2024 - 5/10/2024 |
| Campus Community Review Period: | 3/11/2024 - 3/25/2024 |
| AFSCME Review: | 4/3/2024 - 5/10/2024 |
| MAPE Review: | 4/3/2024 - 5/10/2024 |
| MMA Review: | 4/3/2024 - 5/10/2024 |
| Shared Governance Council Review: | 5/10/2024 |
| Student Senate Review: | 4/18/2024 |
| President Rolando Garcia Approval: | 5/23/2024 |
| Campus Community Dissemination: | 5/28/2024 |

History

- III.03.19 Adopted 3-25-09 under Ann Wynia
- Revised spring 2013
- Reviewed Fall 2018
- Reviewed Spring 2024, updated hyperlinks, added federal definitions for attendance