



# North Hennepin Community College

## Policy Information

**Number:** 3.55

**Name:** Class Attendance and Participation Policy

Author: Policy Committee

Effective Date: March 28, 2019

Next Review Date: Fall 2023

### Regulatory Authority:

- Minnesota State Board Procedure 5.12.1 – Military Service and Disabled Veterans
    - <http://www.minnstate.edu/board/procedure/512p1.html>
  - Code of Federal Regulations 688.22 – Treatment of Title IV Funds When a Student Withdraws
    - <http://www.ecfr.gov/>
  - Minnesota Statute 192.502 – Armed Forces Personnel
    - <https://www.revisor.leg.state.mn.us/statutes/?id=192.502>
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## 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 can be defined as either “physical presence” or “mental presence.” For the purposes of this policy, physical presence is determined by the student’s actual presence in the class, as recorded by roll call, sign-in sheets, etc., for a face-to-face class, or by the student accessing course materials in the case of an online class. Mental presence is determined by the student completing and turning in assigned course work.

For the purposes of determining attendance, faculty may use either physical or mental presence, regardless of course delivery method. It is best practice for faculty to communicate their methods of determining attendance 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**

<b>Review Action</b>	<b>Date(s)</b>
Campus Community Review Period	02-Nov-2018 through 21-Nov-2018
AFSCME Review	December 2018
Diversity, Equity, and Inclusion Committee	10-Dec-2018
MAPE Review	December 2018
MMA Review	December 2018
Shared Governance Council Review	14-Dec-2018
Student Senate Review	6-Dec-2018
President Approval	28-Mar-2019
Campus Community Dissemination	April 2019

## **History**

- III.03.19 Adopted 3-25-09 under Ann Wynia
- Revised spring 2013
- Reviewed Fall 2018