



Procedure 303-02 Attendance

Sponsor: Academic Affairs

Purpose

Describe faculty and student expectations regarding attendance for in-person, hybrid, video conferencing, and online classes.

Definitions

Synchronous class: A scheduled lecture, recitation, field or laboratory activity, occurring either in-person or via video conferencing where there is an opportunity for real-time interaction between the instructor and students at designated times.

Asynchronous class: An online class that does not have designated meeting times or an expectation for real-time interaction between the instructor and student.

Attendance in a synchronous class:

1. Student physically present in the classroom, field or laboratory activity or via a video conferencing (Zoom) session where there is an opportunity for direct interaction between the instructor and student at a designated time.

Attendance in an asynchronous class:

1. Student taking an assessment or exam or
2. Submitting an academic assignment or
3. Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction or
4. Participating in a study group, group project, or an online discussion that is assigned by CCC or
5. Interacting with the instructor regarding academic matters
6. The following are not considered attendance in an online class:
 - a. Logging into an online class or tutorial without any further participation
 - b. Emailing the instructor regarding matters that do not pertain to specific academics, such as being sick, unable to attend, unable to log in, can't get the book, etc.
 - c. Students experiencing technical difficulties that prohibit them from participating in the course
 - d. Meeting with an academic advisor or counselor
 - e. Living in College housing or eating at the College

No Show: Student who does not have any documented attendance in a class during the first calendar week of school at the start of the semester.

Full-Time Student Equivalency (FTSE) Census: As described in A. R. S. §15-1466.02(C), each faculty member shall indicate as “not attending” on the 45th day census each student who has not been attending class, even if the student has not formally withdrawn from the course.

Procedure

Coconino Community College is not an attendance taking institution according to the U.S. Department of Education definition. Faculty are not required to report attendance to the College on an ongoing basis. However, faculty are required to report no shows and complete the 45th day census (FTSE) for state reporting. Faculty and students both have rights and responsibilities regarding attendance.

Faculty Rights and Responsibilities

Faculty are responsible for reporting a no show (NS) status for students who do not attend at all during the first calendar week of school. Faculty must record no shows no later than 11:59 pm on Tuesday of the second week of class (for 16-week classes; see registration timelines for other class lengths).

If a student stops attending after the no show period, faculty have the option to report a last date of attendance at the time they submit final grades but are not required to.

If an external agency or board requires attendance taking for a particular program of study or course, then the faculty member must follow the requirement, publish that attendance procedure in the class syllabus, and record attendance and drop students as required by the external agency or board.

Individual faculty may create attendance requirements for their classes beyond those listed in this procedure. Any attendance requirements created by faculty must be published in their class syllabi.

Students may not be penalized for missing class for a religious observance, jury duty, military duty, or other mandatory civic duty, representing the College in an official capacity, or participating in field trips for another class, if they have given the instructor reasonable notice. The instructor’s syllabi should define reasonable notice.

Student Rights and Responsibilities

Students must attend their classes the first calendar week of school, or a no show (NS) status will be reported by their instructor.

Students must drop or withdraw from any class they do not wish to complete. The Office of Registration and Enrollment Services publishes instructions for students to follow when dropping or withdrawing from classes. Students are encouraged to discuss drop and withdrawal options with their academic advisor and the Office of Student Financial Aid (if a financial aid recipient).

Students have the right to appeal a reported no show (NS) status through Registration and Enrollment Services.

References

A.R.S. § 15-1466.02

Procedure History

08/2000	New
01/2003	Revised
04/2004	Revised
12/09/2009	Revised
05/11/2011	Revised and approved by College Council
11/25/2014	Revised (editorial only)
05/13/2015	Revised and approved by College Council
05/01/2019	Revised and approved by College Council
05/10/2023	Revised and approved by President's Cabinet

Legal Review

None