

VERIFICATION OF ATTENDANCE/ADMINISTRATIVE DELETION POLICY
Policy Statement

In accordance with VCCS Policy 5.6.8 Class Attendance and 5.6.8.1 Attendance Definitions, the purpose of this policy is to provide guidance to faculty when determining attendance for the purpose of administrative deletion from courses.

1. Definitions

Refer to the VCCS Policy 5.6.8.1 (below) for attendance definitions as it relates to administrative deletions.

Additional Attendance requirements: Faculty may have specific attendance requirements within their course that impact course participation, assignments and/or grades. These requirements are separate from and do not impact the attendance requirements that determine administrative deletions.

2. Procedures

- a. Course syllabi with attendance policies shall be provided to students at the beginning of each course and submitted to the appropriate School dean.
- b. Instructors shall maintain/ submit records of attendance at all in-person or synchronous class sessions and activity in the LMS course as directed by the appropriate dean.
- c. The Financial Aid Office processes each Attendance Verification Roster and forwards as appropriate to the Business Office or Office of the Registrar.
- d. Office of the Registrar or Business Office will initiate the Administrative Deletion based upon the submitted Attendance Verification Roster and issue notification to the affected students.
- e. Faculty will report last date of attendance for all "F," "U," or "R" grades on the Course Final Grade Roster.
- f. Deans shall orient their faculty to this policy and enforce its implementation and adherence; verify that all instructors have submitted the required Attendance Verification Roster; and ensure the last date of attendance is recorded for all "F," "U," or "R" grades on Course Final Grade Roster.
- g. Laurel Ridge sets all drop and withdrawal dates for dual enrollment courses at the high schools. These dates are detailed in each course syllabus. When a student needs to be dropped or withdrawn, the Director of Counseling or Lead Counselor at each high school completes the appropriate paperwork with signatures to notify the Laurel Ridge Dual Enrollment Office. The Laurel Ridge Dual Enrollment Office will work with Enrollment Services to process the drop or withdrawal. Students taking courses on campus will follow the college dates and policies.

3. Responsible Office

Authority for interpretation of this policy rests with the Vice President of Academic and Student Affairs.

4. Other Information

The Learning Governance Committee developed this policy based on VCCS policy.

VCCS Policy 5.6.8 Class Attendance:

5.6.8 Class Attendance

To meet general attendance requirements for grading and financial aid purposes, enrolled students must attend a minimum of one face-to-face or synchronous class meeting or the equivalent for an asynchronous distance learning class. This attendance must be completed by the last day to drop with refund, as defined and published by the institution. Students who do not comply with this attendance policy must be administratively deleted from the course by the college. Existing college policies regarding tuition refunds shall remain in effect. {See also Policy 4.3.2.1 Tuition Refund Procedures.}

Each college may develop an attendance policy. At a minimum, the college attendance policy must align with Policy 5.6.8.1.

Faculty may develop additional attendance requirements for the classes they teach. Any such requirements must be specified in the syllabus.

5.6.8.1 Attendance Definitions:

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Course attendance requires active participation by a student in an instructional activity related to the course, after the course start date. Attendance is not equivalent to logging into the Learning Management System. Participation includes but is not limited to:

- a. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for predictable and scheduled substantive interaction between the instructor and students;*
- b. Submitting an academic assignment;*
- c. Taking an assessment or an exam;*
- d. Instructor documented participation in an interactive tutorial, webinar, or other interactive computer-assisted instruction;*
- e. Participating in an activity group, group project, or an online discussion that the instructor assigns; or*
- f. Documented coursework interaction with the instructor.*

Document History:

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