

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 1 of 5
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: IP 6510 Distance Learning; SP 2180 Military Service	
Associated Regulations: SR 2310 Drop/Withdrawal Procedures; SR 2760 Financial Aid Satisfactory Progress; SR 2750 Return of Title IV Information; SR2120 Title IX for Students; IR 6510 Online Learning; SR 2181 Military Duty; SR 2182 Military Education Benefits	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 668.24; 34 CFR 600.2; Title IX of the Education Amendments Act of 1972	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

Three Rivers College is an attendance taking institution as defined by the Federal Department of Education for student aid. The College recognizes that class attendance is essential for student success, therefore students are expected to attend all class sessions and report punctually. The College faculty are responsible for taking and reporting attendance and therefore “must document that the activity is academic or academically related and verify the student’s attendance at the activity” (Federal Student Aid Handbook). All courses are monitored by the faculty for daily and weekly attendance and more specific attendance details regarding this requirement are listed in the course syllabi.

As an attendance taking institution, Three Rivers College must ensure that accurate attendance records are kept for purposes of identifying a student’s last date of academic attendance. As with other Title IV program records, documentation must be retained and available for examination in accordance with the regulatory provisions for recordkeeping (34 CFR 668.24).

In keeping with Federal Regulations governing Title IV Federal Financial Aid programs, the College adheres to strict guidelines for student classroom attendance. When students stop attending or participating in class, the No-Show Process and Administrative Drop or Withdrawal for Non-attendance outlined in college regulation SR 2310 Drop/Withdrawal Procedures shall be followed.

Individual faculty, departments, and programs may adopt stricter attendance policies than contained herein. If different attendance requirements exist, the faculty must list the specific attendance requirements in their course syllabi and/or program guides to meet the established needs or standards as required.

Student attendance is defined as physically attending or actively participating in the course at least weekly or as defined by the class meeting times. Active participation is defined in the

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Federal Student Aid Handbook. The US Department of Education modified and expanded the definition “academic attendance” and “attendance at an academically-related activity” to include the criteria outlined in a new definition of academic engagement as provided under 34 CFR 600.2.

Academic engagement is the active participation by a student in an instructional activity related to the student’s course of study that is defined by the institution in accordance with any applicable requirements of its State or accrediting agency, and includes, but is not limited to the following academically related activities:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
- Submitting an academic assignment
- Taking an assessment or an exam
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
- Participating in a study group, group project, or an online discussion that is assigned by the institution.
- Interacting with an instructor about academic matters

Academically related activities **do NOT** include activities where a student may be present but not academically engaged, such as:

- Living in institutional housing
- Participating in the school’s meal plan
- Logging into an online class or tutorial without any further participation
- Participating in academic counseling or advisement

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“In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with an instructor about academic matters” (Federal Student Aid Handbook).

Entering Attendance in Self-Service:

For face to face, ITV, and synchronous courses, daily attendance shall be recorded for each class meeting for the entire semester.

Online courses shall take weekly attendance for the entire semester.

Clinical courses, independent studies, internships, and other courses that do not have a set meeting day each week, shall take weekly attendance for the entire semester.

Attendance shall be recorded in the myTRCC Self-Service. One (1) of four (4) options will be selected for each student on the roster: Present; Absent, No Excuse; Absent, Excused; and Class Canceled.

1. Present: Student meets the description of physical attendance or active participation as described in the regulation.
2. Absent, No Excuse: When student has not been physically present or has not actively participated.
3. Absent, Excused: When a student has been absent for the bulleted reasons below. The student can make up the work missed and is in no way academically punished for the

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absence. Instructors are required to allow the student to make up the work missed and may not deduct points for missing the class or remove any opportunity to gain points given to other students present. Informing an instructor of non-participation does not constitute an excused absence.

- College sponsored activity confirmed with notification from a college official
 - Absences confirmed by the Office of Student Services
 - i. Temporary military duty that does not necessitate dropping the course or a withdrawal from the College
 - ii. Medically documented issues pertaining to pregnancy
 - iii. Documented disability that impacts a student's attendance
 - iv. Injuries during a College sponsored activity
 - v. Religious holiday
 - vi. Jury duty
4. Class Canceled: If a class is canceled, an attendance status of 'canceled' shall be entered for each student on the roster.

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DOCUMENT HISTORY:

- 05-18-2016:** Initial approval of regulation IR 6310 Classroom Attendance.

- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.

- 04-19-2017:** Excused Absence due to temporary military duty and pregnancy.

- 09-29-2017:** Removed communicated absence and redundancy.

- 11-20-2019:** Added the Associated Regulation SR 2720 Return to Title IV; updated the reference to 2019-20 Federal Student Aid Handbook and revised the attendance terms to align with College operations.

- 11-15-2023** Clarifications to align with Federal regulation 34 CFR 600.2.