Attendance Guidelines
St. Louis Community College

Effective Fall 2013 St. Louis Community College will begin to utilize Banner XE Attendance Tracking function for recording attendance. This module will replace the green sheets and help facilitate compliance with Federal Regulations for recording that a student has begun attendance and document their last date of attendance. This module will also be utilized by the Financial Aid Office for the purpose of processing Federal Financial Aid.

Attendance Guidelines:

Federal Regulations: Attendance:
Federal regulations require institutions that are required to take attendance to have a procedure in place that documents that each student has begun attendance in all of the classes they were approved for federal aid. It also requires institutions to document the last date of attendance for student who withdraw and fail their courses. Institutions must have a procedure in place for routinely monitoring attendance to determine in a timely manner when a student withdrawals. The institution has 14 days to determine if a student has ceased attendance in a course. After 14 days, we must determine whether the student intends to return to classes or to withdraw.

STLCC Procedures:
At St. Louis Community College students are expected to attend all classes, laboratories, clinical and other scheduled class activities and have full responsibility for accounting to their instructor for absences. Make-up work may be provided when prior arrangements have been made for the absence with the instructor. Make-up work may be allowed at the discretion of the instructor for absences without prior arrangement. The Attendance policies for short term, mixed term, hybrid, and online classes may be different because of the scheduled meeting times.

Instructors are required to report weekly attendance for each scheduled class meeting. Instructors teaching short term, mixed term, hybrid, and online classes are required to report attendance for an academic related activity on a weekly basis.

Never Attends:
St. Louis Community College does understand that students cannot receive aid for classes that they have never attended. We will utilize the Banner XE module to only release funds based on documented reported attendance.

If the student begins attending some but not all of his or her classes, financial aid will recalculate the student’s Pell Grant award based on the student’s actual enrollment status. Students may have tuition reduced based on other institutional policies.
Federal Requirements: Online Attendance:
The Department of Education requires evidence of “regular and substantive” interaction between the students and faculty for online and distance learning. Regulations state the monitoring of whether online students log into classes does not by itself result in proof of attendance. 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 a faculty member to ask a course-related question.

STLCC Procedures:
Saint Louis Community College has decided that online courses will be required to document an academic activity/assignment weekly. Activity in the course constitutes attendance; simply logging into the course is not recognized as activity substantial enough to demonstrate attendance. To be active in the course, students should complete and submit homework assignments, take the quizzes and tests, participate in the discussion board by contributing original and valuable comments, submit writing assignments, and email the instructor with course-related questions or comments.

Federal Regulations: Excused Absences:
A school may only count as days in attendance excused absences that are followed by some class attendance. That is, a school may not include as days attended any excused absences that occur after a student’s last day of actual attendance.

STLCC Procedures:
St. Louis Community College allows the Instructor to document excused absence, such as representing the college at an event, religious holidays, family emergencies, etc. when recording attendance.

Federal Regulations: Excessive Absences (14 Day Rule):
Federal regulations require institutions to have a procedure in place for routinely monitoring attendance records to determine in a timely manner when a student withdraws. Department of Education has determined that students missing 14 consecutive calendar days of class to be excessive absences and requires the College to take appropriate action. Except in unusual instances, the date of the institution’s determination that the student withdrew should be no later than 14 calendar days after the student’s last date of attendance as determined by the institution from its attendance records. The school is NOT required to administratively withdraw a student who has been absent for 14 days. However, after 14 days, it is expected to have determined whether the student intends to return to classes or to withdraw.

STLCC Procedures:
St. Louis Community College has decided that it wants students to be identified in the system who have excessive absences without administratively withdrawing the student. The decision was made to create a new registration code of RN (registered but not attending). This code should allow for students to be able to be reinstated if they have an approved appeal. It should also allow for instructors to record a final grade for the student at the end of the semester.
Financial Aid will perform a Return of Title IV Refund Calculation once the student has been absent for 14 consecutive days in all of their classes and return the unearned portion of the federal aid to Department of Education.

**Warning**
St. Louis Community College feels that it is very important that instructors are notified of students who could potentially be reported as not attending and has developed a warning process to allow time for verification of the attendance records. A warning notification will be sent to the student and the instructor who has missed 10 consecutive calendar days. This will give the instructor the opportunity to verify the student’s reported attendance record prior to the student having a status change. This will also give students the opportunity to review their reported attendance records and time to clear up any discrepancies prior to being placed in a RN status.

**Appeals**
A student who has been dropped from class because of excessive absences may file an appeal for reinstatement from (the Dean of Instruction) responsible for the course. The request must be made prior to the next scheduled class meeting after the student has been notified of the drop. Students requesting class reinstatement should remain in class until the appropriate dean reaches a decision. Students who are placed in a RN status will have the opportunity to appeal the status change.

- If approved the student will be allowed to return to class and finish the semester.
- Financial Aid will reverse the Return of Title IV Calculation.
- A new form will be created to assist with this process.

**Reinstatements**
Student whose appeals have been approved should be reinstated back into their classes.

- Their status will be changed back to RC= Reinstat Course.
- Financial aid will reinstate their federal aid.