



ATTENDANCE POLICY

POLICY

Each student has individual responsibility for attending class regularly and for meeting course objectives. A student is expected to attend all class meetings in a course. Rules on tardiness and leaving class early are addressed in each instructor's course documents. Instructors are required to record absences and report excessive absenteeism to the Department of Academic Support.

PROCEDURE

1. Students in face-to-face, web-assisted and hybrid courses must be in attendance at a class meeting time and recorded as present at least one time on or before the census date of the class. Failure to meet the census requirement means the student will be reported as a “No Show” (NS) unless the student drops him/herself from the class. Students enrolled in online courses must log into an online course in the Learning Management System (Moodle) and submit the enrollment or census assignment before the census date of the course or be reported as a NS. Participation in a forum, Moodle survey, or on another course site (ex: My Math Lab) other than Moodle will not qualify for satisfying census. Departments and individual instructors may not waive this requirement.
2. No students are allowed to remain in a class if their name is not on the attendance roster. No students may add a class after that class has reached its census date.
3. Course instructors will record attendance throughout the entire length of the class.
4. Course instructors will post all critical dates (census date, including the 75 percent point of the course for withdrawal purposes) on the course syllabus for the students’ information.
5. Some programs (ex: BLET, Cosmetology) with outside regulatory bodies may require a minimum of course attendance hours other than those dictated by Brunswick Community College (BCC).
6. It is the responsibility of the student to inform the instructor of circumstances which may cause him/her to be away from class. The student is responsible for completing any work missed in a timely manner.
7. Student absence due to military deployment can qualify for extenuating circumstances for withdrawal (see below). Absences due to deployment qualify for special consideration such as:
 - Opportunity to make up tests/coursework missed
 - Options to continue coursework when feasible
 - Options to receive a temporary grade of “Incomplete or I”
Coursework must be completed by a time specified by the College
 - Ability to drop the course with no penalty
 - Ability to drop the course with no financial penalty

8. If a student is absent for any reason in excess of 20 percent of the class hours, he or she is in violation of the Brunswick Community College attendance policy. Students who are absent for any reason in excess of 20 percent of class hours must contact their instructor immediately to review the conditions for withdrawing from the course or for continuing the course.

Instructors are required to evaluate attendance weekly. If it is determined a student should be withdrawn due to absences, and has not already instigated the withdrawal, the instructor may instigate an administrative withdrawal and inform the Director of Records and Enrollment Management of the student's last date of attendance.

If the student presents written documentation of extenuating circumstances which make it impossible for the student to continue in the course after the 75 percent withdrawal deadline, a grade of "W" may be awarded upon agreement of the instructor and the Associate Vice President of Student Affairs. Unless the student has officially withdrawn from the course, the instructor or staff member, in consultation with the instructor, will instigate an administrative withdrawal and inform the Director of Records and Enrollment Management of the last date of attendance.

Withdraw for attendance may affect the student's satisfactory academic progress and continued financial aid eligibility. Students who withdraw from class(es) prior to completing at least 60% of the enrollment term will have their financial aid eligibility recalculated based on the percent of the term completed. A student's withdrawal from class(es) can affect future financial aid eligibility and can result in the student needing to repay financial aid monies already received.

Approved by Brunswick Community College Board of Trustees

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