



Title: College Attendance Policy	Policy No.: ADM 2.08	Date: 8/1/2016 Rev.: 10/20/2016, 8/1/17, 8/1/2019
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Areas Affected: All BSMCON Faculty and Students Page 1 of 1

Policy Statement

BSMCON identifies attendance for both on-ground and online students in order to be in compliance with federal requirements.

Purpose

The purpose of the attendance policy is to define attendance for all students during the fall and spring semesters and the summer session.

Definition

Attendance at BSMCON is defined as academic engagement which can vary depending on the delivery method or type of course. Academic engagement can include any of the following:

- Physically attend class, recitation, practicum, simulation, or skills lab
- Submit a discussion board post
- Submit an assignment
- Take a quiz or exam
- Engage in an interactive tutorial or computer-assisted instruction
- Communication with the course instructor, either initiated by the student or as a response to the instructor, with a plan to continue academically in the course.

Students are considered absent (not academically engaged) in a course in any of the following situations:

- Merely logging into the Learning Management System
- Participating in academic counseling or advisement

Last Day of Attendance (LDA): is defined as the last day of recorded attendance in any course of a given semester.

Other Relative Timeframes:

- **First 10 Consecutive Days:** If a student is not academically engaged in the enrolled course(s) during the first 10 consecutive days of the semester, the student will be dropped from the course(s) the student is not engaged in, by the Registrar.
- **14 Consecutive Days:** If a student exceeds 14 consecutive days of absence in a single course the student will be withdrawn from the course(s) the student is not engaged in, during the withdraw period by the Registrar.
- The withdraw period is after the add/drop date through the last day to withdraw from a course with a "WS" or "WU" or 60% of the term. After 60% of the term, a final grade will be assigned unless there are mitigating circumstances.

Related Policies/Procedures: NUR 3.05 Attendance and Tardiness

Reference Policy # _____

Approved by:

_____	<u>Dean of Student Services</u>	_____
_____	<u>Provost/VP</u>	_____
Signature	Title	Date

Approval History:

Registrar 8/2016, 10/20/2016
 Policy Committee: 08/2016, 10/20/2016, 5/15/17, 6/27/2019

Key Words: