

**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 Regulations: SR 2310 Drop/Withdrawal Procedures; SR 2720 Return of Title IV Information	
References: Title IV Funds; Federal Student Aid Handbook 2019-20; 34 CFR 668.24; Title IX of the Education Amendments Act of 1972	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 11-20-2019

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.

In keeping with Federal Regulations governing Title IV Federal Financial Aid programs, the College adheres to strict guidelines for student classroom attendance. Any student who misses two (2) consecutive weeks of class during a regular 16-week semester, or the equivalent proportion of class time during a shorter session, and those absences do not meet the excused absence criteria herein, shall be administratively dropped from the class by the institution. The equivalent class time applied for any student who misses more than two (2) hours of class for each credit hour (i.e. six hours of class time for a three-credit-hour class) during the semester shall be dropped from that class if in the opinion of the instructor the student does not have opportunity to succeed in the class. Specific class attendance requirements shall be listed in the instructor’s course syllabus. Students will not be administratively dropped after the 75% date of the course.

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 in face-to-face courses or ITV courses is defined as active daily participation in the course, as designated in the instructor’s syllabus.

Student attendance in online courses or the online portion of hybrid courses is defined as active weekly participation in the course, as designated in the instructor’s syllabus. Active participation may include completion of weekly quizzes or exams, submission of assignments, participation in

**THREE RIVERS COLLEGE  
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 2 of 5
Primary Policy: IP 6310 Classroom Attendance	
Associated Regulations: SR 2310 Drop/Withdrawal Procedures; SR 2720 Return of Title IV Information	
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threaded discussions or engagement in blogs and faculty “must document that the activity is academic or academically related and verify the student’s attendance at the activity” (Federal Student Aid Handbook). The Department of Education defines an academically related activity as “physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, completing an interactive tutorial, or participating in computer – assisted instruction; attending a study group that is assigned by the school; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course” (Federal Student Aid Handbook).

Any student who misses two (2) consecutive weeks (as defined by active weekly participation) in online courses or the online portion of hybrid courses during a regular 16-week semester or the equivalent proportion of class time during a shorter session, and those absences do not meet the excused absence criteria, shall be administratively withdrawn by the institution from the class.

Documenting attendance when students are enrolled in online courses is defined as follows: “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 a faculty member to ask a course-related question” (Federal Student Aid Handbook).

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include; but not limited to: “student submission of an academic assignment, student submission of an exam, documented student participation in an interactive tutorial or computer-assisted instruction, a posting by the student showing the student’s participation in an online study group that is assigned by the institution, a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course” (Federal Student Aid Handbook).

**THREE RIVERS COLLEGE  
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IR 6310 Classroom Attendance	Page 3 of 5
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“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 without active participation; or participating in academic counseling or advisement. Participation in academic counseling and advising are not considered to be academic attendance or attendance at an academically related activity” (Federal Student Aid Handbook).

If a school is required to take attendance, it is up to the school to 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).

Attendance shall be recorded in the Gradebook and 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 active participation as described in the regulation and course syllabus faculty syllabi.
2. Absent, No Excuse: When student is not physically present in face-to-face class or has not completed a weekly assignment in an online class.
3. Absent, Excused: Student has presented to the instructor a form indicating they are involved in a College sponsored activity or was confirmed by the Office of Student Services as being called to temporary military duty that does not necessitate dropping the course or a withdrawal from the College or medically documented issues pertaining to pregnancy or was called to jury duty. The student can make up the work missed and is in no way academically punished for the 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.
4. Class Canceled: Class Canceled.

**THREE RIVERS COLLEGE  
INSTRUCTION REGULATION**

Section: 6000 Instruction	
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Title: IR 6310 Classroom Attendance	Page 4 of 5
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Use of the Gradebook in Self-Service:

For face to face and ITV courses, daily attendance shall be recorded for each class meeting for the entire semester for all courses. If a class is canceled, an attendance status of 'canceled' shall be entered for each student on the roster.

Online courses shall take weekly attendance.

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

**THREE RIVERS COLLEGE  
INSTRUCTION REGULATION**

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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.