



<b>Administrative Policy: 5070</b>		Attendance & First Week Drop for Non-Attendance		<b>Policy Number:</b>	5000
<b>Applicable regulations - Federal/State/Board/College</b>		34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); NWCCU Standard 2.G.7			
<b>Accountable Administrator:</b>		VPASA	<b>Position responsible for updates:</b>		VPASA
<b>Original Date:</b>	2017-2018	<b>Executive Team approval date:</b>		3-18-25	
<b>Date Posted on Web:</b>	3-31-25	<b>Revised:</b>	3-18-25	<b>Reviewed:</b>	3-18-25

## AP 5070 Attendance & First Week Drop for Non-Attendance

### References:

A student of Oregon Coast Community College is expected to be in attendance at all times in classes and laboratories unless there is a good reason for absence.

### First Week Attendance/Substantive Engagement Requirements:

During the first week of term, to assure maximum use of available class seats and to meet census reporting requirements, college instructors will record attendance. This procedure applies only to credit classes.

For credit classes students must attend and meet regular attendance and substitutive engagement requirements or they may be dropped for non-attendance. For face-to-face classes students who do not attend at least 50 percent of the first week's class sessions will be recorded as absent, unless they have an excused absence. For online/livestream classes students who do not satisfy attendance and/or substantive engagement requirements (e.g. completing an assignment) in the first week of the term will be recorded as absent.

Students unable to attend class during the first week class must contact the instructor prior to the class meeting to request an excused absence, if they wish to avoid being dropped from that class due to non-attendance. Students who do not meet these attendance requirements during the first week and do not have an excused absence may be dropped from the class.

Students dropped from a class or classes for non-attendance will receive a refund of tuition and fees according to college policy. Students dropped from classes will receive notice of their enrollment status.

### **Last Date of Attendance**

Instructors will record students last date of attendance at end of the term for students who did not officially withdraw, and have non-passing grades. For in-person, hybrid and livestream classes, attendance is based on the last date the student either attended the class or submitted an assignment. For online classes, attendance is based on the last day a student engaged in an academically related activity such as submitting an assignment or a test. It is not the last date the student logged on, but did not submit assigned work.

Students who stop attending but do not officially drop, withdraw or notify the Registrar will receive the grade that they earned based on syllabus requirements. If that grade is F, Incomplete, or NP the last date of attendance will be used for reporting withdraw information to the National Student Clearinghouse, National Student Loan Data System and used for potential return to Title IV financial aid repayment calculations.

Financial Aid programs have specific attendance requirements. Contact Financial Aid for more information.

**Course Withdrawal Procedure:** Students must observe withdrawal deadlines and officially withdraw from a course, if they stop attending classes. It is the student's responsibility to review the syllabus and follow attendance rules from each instructor and obtain instructions for missed assignments, particularly in the case of late enrollment. Student performance suffers from repeated absences. If one must miss a class meeting, it is highly desirable to contact the instructor beforehand or as soon as possible after returning. Absences due to participation in college-sponsored field trips, or may be excused through prior arrangement with instructors.

### **Absences Have Consequences**

Multiple absences without an official withdrawal by the drop/withdrawal deadline may result in a grade of "F" for a course. In order to avoid receiving a failing grade if a student stops attending a course, it is her/his responsibility to officially withdraw from the course before each term's withdrawal deadline.

**Approved: 3-18-25**