

Policy No. 2-35

Subject: Attendance Definitions

Last Revised: 05/08/2023

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Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Deans of Academic Divisions	Vice President of Instruction and Student Services	VCCS Policy Section 5.6.8

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to define student attendance as active participation by a student in an instructional activity related to the course, after the course start date.

II. PERTINENT INFORMATION

- A. This policy applies to federal, state, and institutional guidelines where attendance must be considered, including Title IV, Financial Aid and State Reporting Guidelines.
- B. Attendance is not equivalent to logging into the Learning Management System (LMS).

III. DEFINITIONS

- A. Asynchronous: a course that does not require student participation with instructor on a fixed, predetermined schedule, in which the materials and course content is delivered online using a Learning Management System or by other electronic delivery methods.
- B. Attendance: active participation by a student in an instructional activity related to the course, after the course start date.
- C. Census Date: the last date during a term that a student can drop a class and receive a tuition refund.
- D. Synchronous: a course that requires student participation with the instructor on a fixed, predetermined schedule throughout the term of the course.

IV. GENERAL GUIDELINES

- A. For each course the faculty member sets the attendance guidelines and communicates them to students in the course syllabus.
- B. Attendance is reported at the census date for each term according to federal and state guidelines.

- C. The census dates for each term are maintained in the Student Information System (SIS) and are communicated to students through course syllabi.
- D. To meet general attendance requirements for grading and financial aid purposes, enrolled students must attend a minimum of one synchronous class meeting or the equivalent for an asynchronous distance learning class.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. VCCS 5.6.8.1 – Attendance Definitions
- B. SACSCOC – Standard 13.6 – Federal and State Responsibilities

VII. OPERATING REQUIREMENTS

- A. In order for a student to participate and remain in a course, the student must fulfill attendance requirements prior to the census date.
- B. Attendance prior to the census date is defined, but is not limited to, completion of at least one of the following:
 - 1. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for predictable and scheduled substantive interaction between the instructor and students;
 - 2. Submitting an academic assignment;
 - 3. Taking an assessment or an exam;
 - 4. Instructor documented participation in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
 - 5. Participating in an activity group, group project, or an online discussion that the instructor assigns; or
 - 6. Documented coursework interaction with the instructor.
- C. Students who do not comply with this attendance definition must be administratively dropped from the course by the College.