Policy of Class Attendance

Face-to-Face Class Attendance
The fact that classes are scheduled is evidence that attendance is important. Students should maintain regular attendance if they are to attain maximum success in the pursuit of their studies. Students who have not attended any classes during the first two (2) weeks of the academic term are automatically disqualified from charging tuition fees to federal funds and are responsible for their payment. This course will be identified with an "NR" (No Record/Show). The instructor via email the names of all such students to the Registrar's Office.

It is recognized that the record of class attendance may vary according to the student, the instructor, or the course. On occasions, it may be necessary for the student to be absent from scheduled classes or laboratories for health or other reasons. In this case, the student is responsible for contacting the instructor and for all work, completed or assigned.

Online Class Attendance (Equivalent)
Student attendance in online courses is defined as active participation in the course as described in each course syllabus. The faculty members must certify that students are actively attending an online course, or a hybrid course according to the procedures established by the Center for Distance Education. Students will be required to complete at least one (1) of the following activities during the first two (2) weeks of the academic term for each online or hybrid course.

1. Submit an assignment online;
2. take an online assessment;
3. participate in an online discussion about academic matters;
4. complete an online interactive tutorial or computer-assisted instruction that is trackable, i.e. completion of Read Me First Module; or
5. initiate contact with the faculty member to ask a question about the academic subject studied in the course.
Students who fail to complete any of these activities during the first two (2) weeks of the academic term are automatically disqualified from receiving federal funds for tuition and fees and are responsible for their payment. This course will be identified with an “NR” (No Record/Show). The instructor will submit via email the names of all such students to the Registrar’s Office.

On occasions the student may not be able to access the online/hybrid course for health or other reasons. In this case, the student is responsible for contacting the instructor, provide documentation that supports the need for late submission of a graded activity.

As a component of course attendance, students are expected to check their course email regularly (preferably daily), course announcements, and discussion forums. The student is responsible for checking updates related to the course. Log on at least three (3) times a week – it is recommended to complete weekly assignments, assessments, discussions, or other weekly deliverables as directed by the instructor and outlined in the course syllabus.

**Approval**

Dr. Miguel A. Riestra  
Vice President for Academic Affairs

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**Face-to-Face Class Attendance**

Date: June 2019  
Revised by: Vice-presidency for Academic Affairs  
Registrar Office  
Financial Aid Office

**Online Class Attendance**

Date: August 2019  
Revised by: Vice-presidency for Academic Affairs  
Registrar Office  
Financial Aid Office

Created by: Distance Education Center  
Virtual Education – Compliance and Assessment Office