

Board Policies
ACADEMIC AFFAIRS

257.00 – Attendance and Coursework

ATTENDANCE DEFINITION:

The Higher Learning Commission defines attendance in an online course by the submission of coursework, therefore, students must submit coursework to be considered “attended”.

Face-to-Face Courses, being physically present in the classroom when the course is in session, are counted as attended.

In order to report an accurate enrollment to the Kansas State Board of Regents and IPEDS, students who do not attend class by the above definitions will be designated as a “no show” by their instructor on the official certified roster and will be dropped from the course by the registrar.

Students may appeal to be reinstated into the course within two days of being dropped as non-attended.

Late registrations will be accepted by the Registrar with concurrence of the instructor involved and approval of the Chief Academic Officer (CAO). Days missed will be counted as authorized absences.

- Each instructor shall publicize to the students in each course the attendance, course requirements, and grading policies which are in accordance with College policy. Excessive absences may result in the student not meeting the competencies of the course.
- The student should adhere to the individual instructor’s policy with regards to attendance.
- Absence from class may be authorized by the CAO for participation in College sponsored activities or to represent the institution in an official capacity.

Adopted July 17, 1972
Revised June 21, 1976
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