

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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## Purpose

The purpose of this procedure is to outline the expectations regarding student attendance.

## Procedure

- A. Students are expected to attend all their scheduled classes. A successful college experience requires a student's regular class attendance as well as conscientious preparation and active engagement in the classroom. Simply stated, students are expected to attend classes, actively participate and complete assignments according to the schedule outlined in the course syllabus for each class.
1. The attendance record-keeping "method" for courses that are part of a degree program is left to the discretion of the faculty, however, all faculty must be able to document attendance for any student issued a grade of FN. Additionally, faculty must provide documentation of the final date of attendance for any student who withdraws from or stops attending a course in order for the College to comply with federal Title IV regulations which stipulate that a student who withdraws from or stops attending classes is subject to a "Return to Title IV" (R2T4) calculation - 34CFR 668.22. Title IV funds to be included in the calculation are:
    - a. Federal Pell Grant
    - b. Iraq and Afghanistan Service Grant
    - c. Federal Supplemental Educational Opportunity Grant (FSEOG)
    - d. Federal Direct Loan
- B. Attendance Policy - It is the policy of Florida State College at Jacksonville that every instructor will describe within their course syllabus the specific policy on class attendance, missed assignments and make-up work, while ensuring students have the opportunity to make up work they have missed for an excused absence in any of the following categories, providing that measured learning outcomes can be adequately addressed:
1. College Sponsored Activities – Absence as the result of activities including but not limited to performing arts, debate, honors, athletics, student government, student organizations or departmental functions.
  2. Illness – Absence from illness or injury that prohibits attendance as documented by a qualified medical professional. Absences due to illness in excess of 10% of the class meeting time within the term require documentation by a qualified medical professional in order to be considered "excused."
  3. Critical Illness or Death of Immediate Family Member – Absence supported by documentation that the student had to provide care or support for an immediate family member.



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4. Military Obligation – Absence as the result of military orders for short-term duty assignment.
  5. Jury Duty/Subpoena – Absence supported by documented official requests from a court of law.
  6. Religious Holidays – Absence for observance of religious holidays. In accordance with this policy, students are expected to notify their instructors at the beginning of a term if they intend to be absent.
- C. Exceptions - The above policy may not apply to certain academic courses or programs that require a specified number of completed hours within a defined timeframe such as clinical experiences, practica, internships or externships for which attendance is governed by licensing agencies, accreditors or other external regulatory entities.
- D. Missed Assignments/Make-Up Work - It is the responsibility of the student to request an opportunity to complete missed work. Instructors should accommodate excused absences by coordinating with the student in advance (when possible) and by providing a reasonable amount of time to make up missed work. For graded work that requires participation (e.g., discussions, presentations, group activities, or labs), instructors will attempt to provide reasonable alternatives for excused absences that can achieve the same learning outcomes.
- E. Clock Hour/PSAV Attendance - Unlike Credit Hour programs, students pursuing a career or workforce certificate in a Post Secondary Adult Vocational (PSAV) program attend their classes on a “clock hour” basis. One hour of accountable attendance is based on the student’s actual presence and participation for a complete 60-minute period of instruction, which may include up to a 10-minute break. Instructors in clock hour programs are required to record attendance daily including the student’s arrival and departure times. Clock Hour/PSAV program attendance is particularly important to financial aid distribution, which is based on the student’s completion of a specified number of hours and weeks (a defined payment period for the program). Each Clock Hour/PSAV program will publish their course sequence, class schedule and projected payment periods at the beginning of the program.
- F. Clock Hour/PSAV Excused Absence - Unless otherwise stipulated or regulated by accrediting agencies, state licensing agencies or restrictions of the academic program, students enrolled in Clock Hour/PSAV programs may have up to 10% of the total clock hours within each of the program’s defined payment periods considered as excused absences. These are absences for which the "seat-time" does not have to be made up. Any missed hours exceeding the 10% excused absence threshold must be made up to meet progression and completion standards (these make up hours will not be used to meet Title IV financial aid attendance compliance). Instructors will clearly identify within their course syllabus the specific attendance requirements for the course including the possibilities and processes for making up time and missed assignments. The submission of assignments missed due to absences does not satisfy the "seat-time" requirement.



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REFERENCES: F.S. 1001.64, 1012.82, SBE Rule 6A-14.0261, 6E-1.003

Adopted Date: December 16, 2014