

Attendance

Class attendance is considered essential to academic success of students at this College. Since there are constant learning opportunities between faculty members and students and between students and other students within the classroom or lab, it is expected that students will attend each meeting of each course in which they are enrolled.

Specific attendance policies for each course are determined by the instructor and will be stated in writing in the course syllabus. These policies will reflect the instructor's authority to determine whether a student is permitted to make up work missed through absence or lateness and on what terms.

In an online class, measures of attendance and active participation have been outlined by the Federal Department of Education as follows.

Active participation by a student in an instructional activity related to the student's course of study that...includes, but is not limited to— (i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students; (ii) Submitting an academic assignment; (iii) Taking an assessment or an exam; (iv) Participating in an interactive tutorial, webinar, or other interactive computer- assisted instruction; (v) Participating in a study group, group project, or an online discussion that is assigned by the institution; or (vi) Interacting with an instructor about academic matters; and (3) Does not include...logging into an online class or tutorial without any further participation... . [FR090220.pdf \(ed.gov\)](#)

Rarely, a student may experience a serious situation that prevents that student from attending class for an extended period. This could be for reasons such as illness/hospitalization, loss of childcare, or lack of transportation. In these situations, the student should notify his/her professor as soon as possible and contact the advising center for assistance NCCAcademicAdvisingCenter@ccsnh.edu.

If a student is absent more than the number of hours the course meets during a two-week period, the faculty may withdraw a student from the course with an "AF" grade. In all cases, faculty will issue an AF grade if a student has 1) missed more than two consecutive weeks of class and 2) failed to communicate with the instructor (e.g., student did not respond to EAB attendance alerts, phone calls, and/or other outreach). An "AF" grade is calculated in the GPA as an "F".