



Title: College Attendance Policy

Policy No.: ADM 2.08

Date: 8/1/2016
 Rev.: 10/20/2016, 8/1/17

Areas Affected: All BSMCON Faculty and Students

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Policy Statement

BSMCON identifies attendance for both on-ground and online students in order to be in compliance with federal requirements.

Purpose

The purpose of the attendance policy is to define attendance for all students.

Definition

Attendance at BSMCON is defined as academic engagement which can vary depending on the delivery method or type of course. Academic engagement can include any of the following:

- Physically attend class, recitation, practicum, simulation, or skills lab
- Submit a discussion board post
- Submit an assignment
- Take a quiz or exam
- Engage in an interactive tutorial or computer-assisted instruction
- Communication with the course instructor, either initiated by the student or as a response to the instructor, with a plan to continue academically in the course.

Students are considered absent (not academically engaged) in a course in any of the following situations:

- Merely logging into the Learning Management System
- Participating in academic counseling or advisement

Last Day of Attendance (LDA): is defined as the last day of recorded attendance in any course of a given semester.

Other Relative Timeframes:

- **First Week:** If a student is not academically engaged in all enrolled courses during the first week of the semester, the student will be dropped from all courses by the Registrar.
- **14 Consecutive Days:** If a student's LDA exceeds 14 consecutive days the student will be withdrawn from all courses during the withdraw period by the Registrar.

Related Policies/Procedures: NUR 3.05 Attendance and Tardiness

Reference Policy # _____

Approved by: *Leanne W...*
Melanie...
 Signature

Dean of Student Services
 Provost/VP
 Title

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