

## **IHCC Policy 3.61 Student Class Attendance Policy**

### **Part 1. Policy Statement**

Students are expected to attend all sessions of each class in which they are enrolled. If an illness or emergency results in an absence, students are responsible for contacting their instructors to determine if missed work can be completed. PSEO students and students enrolled at other colleges must follow the Inver Hills official academic calendar as it relates to their attendance and registration at Inver Hills. Term breaks, holidays, and non-class days at other institutions and vacations do not supersede the Inver Hills Community College requirements or academic calendar.

### **Part 2. Definitions**

#### **Subpart A. Class Attendance**

Class attendance is defined as being physically present and an active participant in the classroom.

#### **Subpart B. Online Class Attendance**

Class attendance in online courses is defined as having submitted an assignment, taken a quiz, or posted/made a course content-related comment on the discussion/chat board for the course in which the student is registered.

#### **Related Documents:**

- Inver Hills Community College Student Class Attendance Procedure 3.61.1

**Responsible Administrator:** Vice President of Student Affairs

#### **Policy History:**

Date of adoption: NA

Last Revision date: 9/2014

Date most recent policy revisions go into effect: NA

#### **Date and Subject of Revisions:**

11/21/2016 – changed to new policy template

09/12/14 – Changes include: 1) separation of policy and procedure, 2) policy put on new form, 3) under Part 1. Policy Statement added information regarding PSEO students and students enrolled at other colleges, 4) under Part 1. Policy Statement added statement regarding term breaks, holidays, and non-class days at other institutions and vacations, and 5) under Part 2. Definitions Subpart A. Class Attendance redefined class attendance to include active participation in the classroom.