



SUBJECT: Academic Affairs

POLICY: 210.1 Attendance and No Show

RELATED PROCEDURE:

EFFECTIVE: April 2013

REVISED: April 2023

REVIEWED:

Introduction and Purpose

Great Falls College MSU recognizes the correlation between attendance and student success, retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. The college also recognizes that those who are actively serving in the Reserves or National Guard of the United States are required by their military contract to attend mandatory training. The college also recognizes that fulfilling one's civic responsibility by jury duty is required. The following policy is designed to address student absences in the case of mandatory active duty or jury duty.

Policy

Attendance

Class attendance and/or participation is required in all courses, regardless of the mode of delivery (face-to-face, hybrid, online, etc.) and students are expected to attend or participate in all class sessions for which they are registered. Instructors may establish absence policies at their own discretion within their courses to conform to the educational goals and requirements of their courses; however, policies will be clearly detailed in the course syllabus, which must be provided to each student enrolled in the course. It is the responsibility of the student to arrange make-up work missed, if allowed, because of legitimate class absences and to notify the instructor in advance when an absence will occur. The instructor determines the effect of the absences on grades. Students are expected to attend all class meetings and complete all assignments for courses in which they are enrolled. It is the discretion of the faculty to excuse brief and occasional absences for reasons of illness, injury, family emergency, religious observance or participation in a college sponsored activity.

Instructors must make accommodations for absences for the following reasons: military service or mandatory public service (e.g., jury duty). Students will not be penalized for mandatory military training or jury duty and will be given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments, even though it may not be the same assignment, in the event of a schedule or class conflict due to mandatory military training or jury duty. It is the responsibility of the student to inform the instructor at the beginning of the semester of the potential for mandatory military training or jury duty conflicts if known. Students should expect that absences from heavier course loads will be more difficult to recover from than absences from lighter course loads.

For Financial Aid purposes, faculty are required to take attendance in order to report a last known date of attendance for any student receiving a failing midterm or final grade.

No Show

In order to receive a grade, a student must have active participation in an instructional activity related to the student's course. Academic engagement includes, but is not limited to the following:

- 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;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the school; or
- Interacting with an instructor about academic matters;



Academic engagement does not include emailing or talking to an instructor or logging into an online class or tutorial without any further participation.

Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the end of the 15th day of fall and spring semesters (this deadline is pro-rated for the summer term(s) and 8-week parts of term) will be administratively removed from the course by Great Falls College MSU administrative personnel. This process will only be carried out after proof of multiple attempts to contact the student is documented by faculty.

Students who do not attend a class prior to the end of the 15th day of fall and spring semesters (this deadline is pro-rated for the summer term(s) and 8-week parts of term) and who do not drop themselves from the course will receive a refund of tuition/fees in the course and will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course may adversely impact a student's financial aid award and bill with the college.