



ADMINISTRATIVE RULE

RULE NUMBER/NAME	050.042.000 – Student Attendance
RESPONSIBLE DEPARTMENT	Student Services
AUTHORITY	Registrar

Overview

CGCC provides reasonable opportunity for registered students to attend necessary course. If a registered student does not attend the first day of class, the student next on the waiting list will be offered a seat in the course.

Applicability

Students, Faculty, Student Services Staff, Instructional Services Staff

Administrative Rule Statement

Students are expected attend classes and self-drop or self-withdraw as appropriate. Faculty are expected to record certain attendance marks, as required.

Attendance

- **Students** are expected to attend all classes in which they are enrolled.
- Repeated absences may affect a **Student's** grade.
- **Students** are responsible for dropping or withdrawing from registered classes by completing the official drop/withdraw process. Withdrawal shall result in the mark of **W** appearing for the course/s on the transcript.
- **Students** who stop attending and who fail to drop or withdraw from a class by the published deadlines may earn a grade of **F** or **NP** according to the grade system option selected by the **Student**.
- **Students** having excessive absences and who fail to drop or withdraw from a class by the published deadlines may earn a grade of **F** or **NP** according to the grade system option selected by the **Student**.
- **Faculty** must record the last date attended for **Students** that earn an **F** or **NP**.
- **Faculty** are required to assign a mark of **NS** (see "Marks") and deny access to any **Students** that do not attend during the first two weeks of the term. These students will be dropped by **Student Services**.

- **Faculty** may assign a mark of **NS** (see "Marks") and deny access to any registered **Students** who do not attend by the published drop deadline. These students will be dropped by **Student Services**.
- **Students** that fail to attend or stop attending classes and fail to drop those classes by the published drop deadline will be responsible for the associated tuition and fees.

Definitions

Attendance is defined as an academically-related activity which includes any of the following:

- Physically attending a class where there is an opportunity for direct interaction between instructor and student;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the instructor;
- Participation in an online class required by the instructor; (face-face, online or hybrid)

Interpretation of Administrative Rule

Registrar

Cross Reference to Related Administrative Rules

Withdrawal from Class

Grading Guidelines

Further Information

Registrar

Registrar@cgcc.edu

(541)506-6011

Strategic Direction

KFA 2: Students

KFA 3: Faculty and Staff

Appendix

1. [CGCC Administrative Rule 050.010.000 – Enrollment Standards](#)
2. [CGCC Administrative Rule 050.011.000 – Withdrawal from a Class](#)
3. Administrative Rule 050.023.000 Wait Lists