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## Purpose

The purpose of this procedure is to outline the expectations regarding student attendance.

## Procedure

- A. Students are expected to attend all scheduled classes and to adhere to class timelines for engaging in course responsibilities in distance learning. A successful college experience requires a student's regular class attendance as well as conscientious preparation and active engagement in the class. Simply stated, students are expected to attend all scheduled classes, to actively participate in class and to complete assignments according to the schedule outlined in the course syllabus for each class.
- B. Course Attendance Requirements - It is the requirement of Florida State College at Jacksonville that every instructor will describe within their course syllabus their specific requirements on class attendance, missed assignments and make-up work, while ensuring students have the opportunity to make up work they have missed for an excused absence in any of the following categories, providing that measured learning outcomes can be adequately addressed:
  1. College Sponsored Activities – Absence as the result of activities including but not limited to performing arts, debate, honors, athletics, student government, student organizations or departmental functions.
  2. Illness – Absence from illness or injury that warrants missing class. Course attendance requirements may require documentation of any illness-related absence by a qualified medical professional for it to be excused. Absences due to illness in excess of 10% of the class meeting time within the term require documentation by a qualified medical professional in order to be considered excused.
  3. Critical Illness or Death of Immediate Family Member – Absence supported by documentation that the student had to provide care or support for an immediate family member.
  4. Military Obligation – Absence as the result of documented military orders for short-term duty assignment.
  5. Jury Duty/Subpoena – Absence supported by documented official requests from a court of law.
  6. Religious Holidays – Absence for observance of religious holidays. In accordance with this policy, students are expected to notify their instructors at the beginning of a term if they intend to be absent.
- C. Exceptions - The above requirement may not apply to certain academic courses or programs, including:

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1. Programs with a minimum attendance requirement by statute, licensing, accrediting or other external regulatory agencies must comply with those standards. Examples of these programs include, but are not limited to adult education courses, clinical experiences, practicums, internships and externships.
  
2. Clock Hour/Career Certificate programs. Unlike Credit Hour programs, students pursuing a career or workforce certificate attend classes on a "clock hour" basis. One (1) hour of accountable attendance is based on the student's actual presence and participation for a complete 60-minute period of instruction, which may include up to a 10-minute break. Instructors in clock hour programs are required to record attendance daily including the student's arrival and departure times. Clock Hour/Career Certificate program attendance is particularly important to financial aid distribution, which is based on the student's completion of a specified number of hours and weeks (a defined payment period for the program). Each Clock Hour/Career Certificate program will publish their course sequence, class schedule and projected payment periods at the beginning of the program.
  - a. Unless otherwise stipulated or regulated by accrediting agencies, state licensing agencies or restrictions of the academic program, students enrolled in Clock Hour/Career Certificate programs may have up to 10% of the total clock hours within each of the program's defined payment periods considered as excused absences. These are absences for which the "seat-time" does not have to be made up. Any missed hours exceeding the 10% excused absence threshold must be made up to meet progression and completion standards (these make up hours will not be used to meet Title IV financial aid attendance compliance). Instructors will clearly identify within their course syllabus the specific attendance requirements for the course including the possibilities and processes for making up time and missed assignments. The submission of assignments missed due to absences does not satisfy the "seat-time" requirement.

D. Missed Assignments/Make-Up Work - It is the responsibility of the student to request an opportunity to complete missed work. Instructors should accommodate excused absences by coordinating with the student in advance (when possible) and by providing a reasonable amount of time to make up missed work. For graded work that requires participation (e.g., discussions, presentations, group activities, or labs), instructors will attempt to provide reasonable alternatives for excused absences that can achieve the same learning outcomes. Note that for Clock Hour/Career Certificate programs, the submission of assignments missed due to absences does not satisfy the "seat-time" requirement. Additionally, make-up hours in these programs for hours absent beyond the 10% threshold are not used to meet Title IV financial aid attendance compliance.

E. Tracking Attendance - With the exception of programs with special attendance requirements, the attendance record-keeping method for a course is left to the discretion of the faculty. However, a faculty member must track attendance in each course and maintain these records until the withdrawal date of the full session in the subsequent semester. In addition to being good practice, attendance

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tracking is necessary to complete the non-attendance (“NA”) process early in a semester and to provide attendance information in the case of appeals. Additionally, attendance tracking is necessary to provide documentation of the final date of attendance for any student who withdraws from or stops attending a course in order for the College to comply with federal Title IV regulations which stipulate that a student who withdraws from or stops attending classes is subject to a “Return to Title IV” (R2T4) calculation - 34CFR 668.22. Title IV funds to be included in the calculation are:

1. Federal Pell Grant
2. Iraq and Afghanistan Service Grant
3. Federal Supplemental Educational Opportunity Grant (FSEOG)
4. Federal Direct Loan

REFERENCES: 34CFR 668.22, F.S. 1001.64, 1001.65, 1012.82, SBE Rule 6E-1.003

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