



September 19, 2016

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President
SUBJECT: Policy Manual Change

Item Description

This item request Board approval of Policy Manual changes in Chapter 10.0 - Students.

Overview and Background

The College brings forth a request to update existing policy, Policy 10-02 - Class Participation and Attendance.

Highlights of the policy change are outlined below.

- Statements were added to address class participation and attendance in traditional and online classes.
- The following circumstances were included to the list of justifiable absences: (1) required military duties and (2) serious medical condition and/or incapacitating medical emergency.
- Self-Paced Instruction (SPI) was removed as an alternative format because TCC no longer offers SPI courses
- Hybrid courses were added as an alternative format
- Attendance for adult education and GED courses was added to the policy.

Past Actions by the Board

The Board previously revised Policy 10-02 on June 28, 2010.

Funding/Financial Implications

None

Staff Resource

Feleccia Moore-Davis

Recommended Action

Approve updates to the College policy as presented.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Class Participation and Attendance	NUMBER: 10-02
AUTHORITY: Florida Statute: 240.319 Florida Administrative Code:	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 10-02AP: Class Participation and Attendance • Board Policy 08-06 and Administrative Procedure 08-06AP: Rescheduling of Final Exams
DATE ADOPTED: 12/01/97; Revised 04/19/99; 01/22/01; 05/17/10; 06/28/10	

The College has established standards for class participation and attendance by the student.

A. TRADITIONAL CLASSES

Students ~~enrolled in the courses with traditional formats~~ are expected to attend and/or participate in all registered classes. ~~R~~ ~~because~~ regular attendance and ~~active regular application participation~~ constitute ~~the two~~ of the most ~~important~~ significant factors that promote academic success in college work. ~~A~~ ~~Until midterm during fall and spring terms,~~ any student absent from any class for more time than ~~at that~~ that class meets in ~~any~~ one week may be withdrawn by administrative action (AW grade).~~;~~

During the summer sessions, similar action may be taken if a student is absent from any day class ~~for~~ more than two times in Terms A, B or or Term F,B or ~~for~~ more than three times in Term C. Any student ~~tt~~ absent from any evening class ~~for~~ more than one evening in Terms A, B, and or Term F,B or for more than two evenings in Term C may also be administratively withdrawn.

Official class attendance begins on the first day of class unless the student registers during the published drop and add period of each term. For students who register during the drop and add window, the official attendance begins on the day the student registers. Students reporting to class late or leaving early may be considered by their instructor to be absent. Students are responsible for completion of all work assigned in class whether they are present or not. In

case of absence, it is the responsibility of the student to contact the instructor.

For absences due to jury duty, court-mandated appearances, required military duties, College-sponsored activities approved by the Provost or President, religious holidays, or a serious medical condition and/or incapacitating medical emergency ~~or religious holidays~~, the student must provide prior notification, when appropriate, to the instructor. In addition, ~~s~~Students may be required to present valid supportive ~~specific~~ documentation upon request. It ~~is will be~~ the responsibility of the student to notify the instructor in a timely manner and make arrangements ~~with the instructor before the absence~~ to make up any missed assignments.

Students who ~~feel~~ believe they have been unreasonably denied an educational benefit because of the aforementioned circumstances ~~religious beliefs, jury duty, or other court mandated appearances~~ should contact the appropriate Dean/Director or Office of Vice President for Academic Affairs.

B. COURSES WITH ALTERNATIVE FORMATS

For College courses taught in varied formats to include ~~such as Self Paced Instruction (SPI), online and hybrid courses~~ ~~television courses, and, the distance learning~~, expectations for participation and progress will vary by delivery mode and will be outlined in the course syllabus. Any student who fails to progress at the minimum level stipulated may be withdrawn by administrative action (AW grade).

C. ADULT EDUCATION AND GED PREPARATION COURSES

Instruction in these areas is individually designed to meet the needs of the student. Class participation requirements will vary based upon delivery mode and course. ~~Instruction in these areas is individually designed to meet the needs of the student. Class participation requirements will vary based upon delivery mode.~~

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Class Participation and Attendance	NUMBER: 10-02
AUTHORITY: Florida Statute: 240.319 Florida Administrative Code:	SEE ALSO: • Administrative Procedure 10-02AP: Class Participation and Attendance • Board Policy 08-06 and Administrative Procedure 08-06AP: Rescheduling of Final Exams
DATE ADOPTED: 12/01/97; Revised 04/19/99; 01/22/01; 05/17/10; 06/28/10; 09/19/16	

The College has established standards for class participation and attendance by the student.

A. TRADITIONAL CLASSES

Students are expected to attend and/or participate in all registered classes. Regular attendance and active participation constitute two of the most important factors that promote academic success. Any student absent from any class for more time than a class meets in one week may be withdrawn by administrative action (AW grade).

During the summer sessions, similar action may be taken if a student is absent from any day class more than two times in Terms A, B or F or more than three times in Term C. Any student absent from any evening class more than one evening in Terms A, B, and F, or for more than two evenings in Term C may also be administratively withdrawn.

Official class attendance begins on the first day of class unless the student registers during the published drop and add period of each term. For students who register during the drop and add window, the official attendance begins on the day the student registers. Students reporting to class late or leaving early may be considered by their instructor to be absent. Students are responsible for completion of all work assigned in class whether they are present or not. In case of absence, it is the responsibility of the student to contact the instructor.

For absences due to jury duty, court-mandated appearances, required military duties, College-sponsored activities approved by the Provost or President, religious holidays, or a serious medical condition and/or incapacitating medical emergency, the student must provide prior notification, when appropriate, to the instructor. In addition, students may be required to present valid supportive documentation upon request. It is the responsibility of the student to notify the instructor in a timely manner and make arrangements to make up any missed assignments.

Students who believe they have been unreasonably denied an educational benefit because of the aforementioned circumstances should contact the appropriate Dean/Director or Office of Academic Affairs.

B. COURSES WITH ALTERNATIVE FORMATS

For College courses taught in varied formats to include, online and hybrid courses, the expectations for participation and progress will vary by delivery mode and will be outlined in the course syllabus. Any student who fails to progress at the minimum level stipulated may be withdrawn by administrative action (AW grade).

C. ADULT EDUCATION AND GED PREPARATION COURSES

Instruction in these areas is individually designed to meet the needs of the student. Class participation requirements will vary based upon delivery mode and course.