



FACULTY RESPONSIBILITIES REGARDING STUDENT ATTENDANCE

Delgado recognizes that class attendance and participation plays an important role in a student's ability to achieve his/her educational goals. Students are responsible for all course content and are responsible for understanding course-specific attendance policies and should plan accordingly as listed in the course syllabi. Class attendance is an obligation as well as a privilege. All students are expected to attend (or interact online, if applicable) regularly and punctually all classes in which they are enrolled. Failure to do so may lead to a lower or failing grade in a course and an outstanding financial obligation.

Delgado Community College is non-attendance* taking institution for the purposes of Return of Title IV Funds regulations; however, faculty members are required to state and to explain in the course's syllabus if there are any expectations concerning class attendance (or online participation, if applicable) and absences. It is also the instructor's prerogative to define "excused" and "unexcused" absences.

*[*Exceptions: (1) Any program that is required by an external agency to have attendance taken; and (2) all online courses are required to have attendance taken, with a minimal participation requirement of two online assignments or activities (may include tests, quizzes, assessments) submitted by the student each week throughout the semester.]*

In accordance with the College's [Required Drop Due to Non-Attendance Prior to Official 14th \(7th\) Class Day and FN Grades](#) policy, all instructors are required: (1) *by the official 14th class day (7th class day for summer or atypical session sessions)* to drop any student who has never attended the class or participated in an online course, and (2) *at midterm*, to assign an FN grade to each student for whom the instructor identifies as not meeting the requirements for sufficient participation at midterm to be successful in the course. Dropping the student prior to the official 14th (7th) class day ensures the College reports the student as non-attending and federal financial aid will not be disbursed or will cease, as applicable. The disbursement of federal financial aid funds creates an institutional responsibility to collect the unauthorized funds from the student.

Athletic programs have the full support of the College administration; however, the primary objective of the College is to provide quality education. In accordance with the college's policy on student athletes ([Delgado Athletic Events](#)), instructors are expected to cooperate with the Delgado Athletic Department in excusing athletes to participate in athletic events and in making up classwork covered during their absence.

The athletes should advise instructors of planned events and make up all classwork covered during excused absence. Instructors should notify the Director of the Athletic Department when an athlete has not made up work or is in danger of being dropped.

CHANGING SECTIONS DUE TO CHANGES IN STUDENT WORK SCHEDULE

Recognizing that many students must work in order to attend college and that often their work schedules are not under their control, the College allows the student to change sections of the same course prior to the last three weeks of school. The student must submit a written request to the Division Dean along with a letter from his/her employer attached verifying the change of the student's work schedule.

Instructors should cooperate in the exchange and acceptance of records if such a section change is approved by the appropriate parties.

Policy Reference:

Originally published in Policy and Procedures Memorandum, AA-1275.1F, *Faculty Handbook*, issued February 23, 1996. Policy references (links) updated November 7, 2006.

Update:

Vice Chancellor for Academic Affairs Approval - Procedural Update Due to New Attendance Policy
2/21/15

Vice Chancellor for Academic Affairs Approval - Procedural Update Due to New Attendance Policy
12/1/16