

Subject: Attendance Policy

Board Policy Reference: FC (LOCAL) Registration and Attendance

Overview

Students at Temple College are expected to demonstrate substantive interaction in course content in accordance with 34 CFR § 600.2.

For classes with scheduled meeting times, substantive interaction includes regular physical presence and active academic engagement.

For online only classes, substantive interaction includes active academic engagement.

Definition of Substantive Interaction

Simply logging into D2L or being physically present does not in itself constitute substantive interaction. Examples of substantive interaction include:

- Submitting a graded assignment, quiz, or exam
- Posting substantive contributions to a course discussion board
- Participating in an assigned activity

Never Attended

Students may be dropped from their courses prior to the official census date due to lack of substantive academic engagement.

Administrative Drops Following Census

After the official census date, faculty may not drop students for lack of substantive interaction. If a student wishes to drop a course, the student must initiate the process through an Enrollment Advisor.

Academic Consequences for Lack of Substantive Interaction Following Census

Failure to log into a course site, be physically present in class, and/or demonstrate substantive interaction may impact a student's grades and/or a student's ability to continue in some programs of study but may not result in an administrative drop initiated by faculty.

Official Records of Attendance and Substantive Interaction

Faculty members will maintain an official record of physical attendance and substantive academic engagement for each course primarily for the purpose of remaining in compliance with federal financial aid regulations.

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Excused Absences

Students representing the College in sponsored activities or intercollegiate athletics will not be counted absent or penalized for work missed during their absences; however, they are expected to communicate their absence to their instructors at least one week in advance and to make arrangements for class work that may be missed or due upon return to class. This also applies to high school students taking dual credit courses who must attend ISD-scheduled activities or UIL events.

Students who expect to be absent because of religious holy days should contact the Provost/Vice President for details concerning Texas Education Code 51.911.

Failure to Complete Final Exams

Students who do not attend and/or complete final exams may be issued a grade of “F” for the course.

Reinstatement

Reinstatement to classes at Temple College is initiated only for the purposes of correcting an institutional error.

Students who are dropped by faculty prior to the census date may be reinstated with permission from the instructor but may not be allowed to make-up class work that was missed or due upon return to class.

Students who initiate a drop on their own are not eligible for reinstatement.

Exceptions to the Attendance Policy

Attendance requirements for some programs may be more stringent than the general policy discussed above as dictated by program specific accreditation agencies and/or the Texas Higher Education Coordinating Board (THECB).