

## **Procedure IHCC 3.61.1 Student Class Attendance Procedure**

### **Part 1. Last date of attendance**

A student's Last Date of Attendance (LDA) is the last day they were physically present and actively participating as defined in the Student Class Attendance Policy.

Instructors issue a grade of FN for students who never attend class or stop coming to class. If a student misses two consecutive weeks of class (or equivalent in accelerated courses/terms), instructors issue a last date of attendance and issue a grade of FN or NC. An FN is recorded for classes numbered 1000 or higher and counts as an F in the GPA. An NC grade is recorded for all classes numbered below 1000 and does not count in the GPA. Both an FN and an NC count towards the cumulative completion rate, which may affect the student's satisfactory academic progress.

Prior to the course withdrawal deadline, students may visit the Enrollment Center to change an FN grade to a W (withdrawal). The last date of attendance that was reported by faculty will remain unchanged, so the impact on the student's financial aid award for that semester will remain unchanged, as well.

### **Part 2. Readmission to Class**

A student who has been removed from class through the LDA process and received an FN grade may request reentry into the class by contacting the faculty member. Readmission to the class is not guaranteed and is at the faculty member's discretion. A student who is readmitted and does not meet the attendance requirements of the course should be again removed from the class through the LDA process.

### **Related Documents:**

- Policy 3.61 Inver Hills Community College Student Class Attendance Policy

**Responsible Administrator:** Vice President of Student Affairs

### **Procedure History:**

Date of adoption: NA

Last Revision date: 9/2014

Date most recent policy revisions go into effect: NA

### **Date and Subject of Revisions:**

11/21/2016 – changed to new policy template

09/12/14 – Changes include: 1) separation of policy from procedure, 2) put on new form, 3) under Part 1. Last date of attendance clarified recording and ramifications for classes numbered 1000 or higher and classes numbered below 1000, and 4) added Part 2. Readmission to Class.