

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	B-II	Effective Date:	09/29/2020
Subject:	Class Attendance		
Source:	Vice President, Student Success Vice President, Instruction		
Approval Authority:	President	Approval Date:	09/29/2020
History:	Previously effective 07/11/2016		
Remarks:	Policy content and format updates		

**I. Purpose:**

This policy addresses the attendance taking requirements at the College, an important function in tracking our students' performance.

**II. Attendance Process:**

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive the grade they earned up to the point of their last class attendance. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) the

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observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Students enrolled in mandated developmental classes based on MCC's developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course or courses will be required to follow the attendance guidelines in effect at the time of the student's enrollment in the developmental course or courses.

Programs such as Cosmetology and many of the Health Sciences may have departmental attendance guidelines due to clinical requirements or requirements of approving agencies. (See appropriate departmental policies for details.)

### **III. Student Absences on Religious Holy Days**

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

### **IV. Six Course Drop Restriction**

McLennan Community College will comply with the Texas Education Code Section 51.907 in regard to the limitations on the number of courses that may be dropped under certain circumstances by undergraduate students.

Students who enroll at MCC as entering freshman or first-time college students during the fall 2007 semester or any subsequent semester may not drop more than six courses. The six-course limit does not apply to students who were enrolled in college courses prior to the fall 2007 semester. Students who have completed a baccalaureate degree at any accredited public or private institution are not subject to the six-course limit. The six-course limit includes courses taken at MCC or any other Texas public institution of higher education. If a seventh drop is attempted, the student and instructor will be informed that the student must remain in the course and the student will receive a grade of A, B, C, D, F, or I and will not be able to receive a W or withdrawal grade and will not be due a refund of tuition and fees.

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All courses dropped after the semester census date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is an approved drop exemption.

Drop exemptions can be approved if the student provides documentation that the drop was required for one of the following reasons.

- A. The student experiences a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course; required documentation for this exception is a statement from a health provider.
- B. The student becomes responsible for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete the course; Required documentation for this exception include: a statement from health provider regarding illness of the person being cared for; a statement from the sick, injured or needy person regarding the student's role as the care-giver or, in case of a child, statement from the student.
- C. There is a death of a member of the student's family or someone who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause. Required documentation for this exception include: Death certificate, obituary from newspaper or copy of funeral program.
- D. The student or a member of the student's family or a person who is otherwise considered to have a sufficiently close relationship to the student is called to active duty service as a member of the Texas military forces or armed forces of the United States; Required documentation for this exception are Military Orders .
- E. There is a change in the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course. Required documentation for this exception is a letter from employer
- F. The College determines other good cause for the student to drop the course

For purposes of this section, a "member of the student's family" is defined to be the student's spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, step-child, or step-sibling; a "person who is otherwise considered to have a sufficiently close relationship to the student" is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited

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to roommates, housemates, classmates, or other persons identified by the student for approval by the college on a case-by-case basis.

Regarding the assignment of W grades and the withdrawal from a course, if, after consultation between the student and the instructor, there is a decision to withdraw through the 60 percent point in the semester or term, the student must submit the Change in Schedule Form to the Office of Student Records. Students who wish to have a withdrawal considered for one of the drop exemptions must note the exemption on the Change in Schedule Form and submit the form to the Office of Student Records as soon as possible or by the 60 percent point in the semester or term.

After the 60 percent point in the semester or term and after consultation between the student and the instructor, if there is a decision to withdraw, it is the responsibility of the instructor to submit the Change in Schedule Form to the Office of Student Records as soon as possible and no later than the last class day of a semester or term. If a drop is to be considered for one of the exemptions, the exemption should be noted on the Change in Schedule Form.

Students are responsible for providing the documentation supporting the exemption. Such documentation must be provided to the Office of Student Records as soon as possible or by the end of the next long semester. Drop exemption appeals will not be considered after one year.

The College's student information system will track the number of drops a student has toward the six-course limit. If a seventh drop is attempted, the Office of Student Records will inform the student and the instructor that the student must remain in the class and receive a grade of A, B, C, D, F, or I and will not be able to receive the W or withdrawal grade.

In general, all undergraduate courses offered by the College in the fall 2007 semester or any subsequent semester taken and dropped by an affected student are to be included in the six-course limit. A course recorded on a transcript by a Texas public institution but taken at an out-of-state location, or by distance learning by a student outside of Texas should be included in the six-course limitation. Courses comprised of lecture and a required laboratory should be counted as one drop whether or not identified as separate courses or as separate sections of a course. The following courses or hours are exempt from the six-course drop limit:

- A. Courses taken by students while enrolled in high school – whether for dual credit, early admission, or for college credit;
- B. Courses dropped at private or out-of-state institutions;

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- C. Continuing education or non-credit courses;
- D. Developmental courses that do not generate academic credit that could be applied to a degree at the College if the course work is within the 27-hour limit (Texas Higher Education Coordinating Board Chapter 13.107 – Institutions shall not submit for formula funding any hours for remedial and developmental courses for which the student has exceeded 27 hours of remedial and developmental courses in a public community college, public technical college, or public state college.);
- E. Withdrawals approved under Academic Fresh Start starting in fall 2007 and in subsequent semesters will not be counted toward the six-limit drop limitation;
- F. Non-funded courses;
- G. Courses which meet the definition of complete withdrawal; and/or
- H. Courses dropped prior to the census date.

Transfer students will be allowed to drop courses prior to receipt of all of their transcripts from institutions previously attended during their first semester at the college. Students will not be allowed to re-register until transcripts from all institutions previously attended are submitted to the College.

The number of course drops that a student has acquired toward the six-course limit will be posted on the official transcript.

Students affected by this law who plan to attend another institution of higher education should become familiar with that institution's policies on dropping courses.