

6.5.1.2. OFTC Credit Student Attendance Appeals Procedure

Regular and punctual attendance is an important part of preparing a student for employment and is often a critical factor when employers review a student's record. Absences seriously disrupt a student's orderly progress in a course and significantly diminish the quality of group interaction in class. Regular and punctual attendance in all classes is the student's responsibility. Attendance is counted from the first scheduled class meeting of each semester. Absence from class for any reason does not excuse a student from full responsibility for class work or assignments missed. The student is still responsible for preparing assignments for the next class meeting and for completing all work missed in accordance with the course syllabus.

All class meetings are important and require that a student abide by the attendance policies adopted for individual classes by instructors. Specific course attendance policies and penalties imposed for absences are left to the discretion of individual instructors. Programs governed by state and federal licensing agencies may have more specific attendance policies, which students must adhere to. The attendance procedure will be stated in the course syllabus, which is distributed to students at the beginning of the semester in each class. The instructor will withdraw students from the course if they exceed the maximum number of permitted absences as defined by the course syllabus. Excessive absenteeism and tardiness impact work ethics evaluations and may affect course grades. If the withdrawal date occurs prior to midterm/midcourse, the student will receive a grade of "W." If the withdrawal occurs between midterm/midcourse and 80% of the semester and the student has a "60" or above average, the grade is "WP." If the withdrawal occurs after 80% of the semester, the grade is "WF" Students will not be penalized when they are absent due to attending college-related activities. However, the student is responsible for making up missed work within the specified time period in accordance with the course syllabus at the convenience of the instructor. Students who anticipate an absence from class must contact their instructor prior to the absence. Students who miss more than allotted number of scheduled class days indicated in the course syllabus will be withdrawn.

Online Courses

The mistake most students make about online learning is in thinking they only have to log on once a week. To receive credit for accessing (attending) the class, students must log into Blackboard and then click on each course they are taking. Just logging into Blackboard does not count for attendance.

The recommendation is to check the site at least equal to the number of contact hours for the course, just like attending class on campus on a regular basis. For example, if the class is a 5 contact hour class, this would be the minimum number of times per week to log on to check announcements, complete assignments, etc.

pass to return to class and must attend class until a decision is rendered. The Vice President or designee reviewing the documentation will render a decision within two (2) working days. The decision of the Vice President shall be final.

Vice President of Academic Affairs
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