



ACADEMIC ATTENDANCE
Campus Policies & Procedures 501.1.1
Chancellor's Office

UAEACC 501.1.1 ACADEMIC ATTENDANCE

Class attendance and active participation are essential to student success and the academic integrity of instructional programs. This policy establishes consistent expectations for attendance, defines no-show status, and outlines excessive absence thresholds across all instructional modalities.

I. Purpose

1. Class attendance and active participation are essential to student success and the academic integrity of instructional programs. This policy establishes consistent expectations for attendance, defines no-show status, and outlines excessive absence thresholds across all instructional modalities.

II. Guaranteed Withdrawal (W) Policy

1. The College maintains a Guaranteed Withdrawal (W) period that is published on the Academic Calendar.
2. All course withdrawals processed by the official (W) deadline will result in a grade of "W."
3. After the published Last Day to Withdraw, students who remain enrolled and do not successfully complete the academic requirements of the course successfully will receive a final grade consistent with their academic performance (including "F," if applicable).
4. Students are responsible for initiating the official drop/withdrawal process.

III. No-Show Definition and Initial Participation Requirements

A. No-Show Definition

A No-Show is a student who fails to establish initial participation in a course by the published Census Date (11th class day or equivalent for the academic term).

Students identified as No-Shows shall be administratively dropped from the course.

B. Initial Participation

Initial participation is defined as a student's documented engagement in course activities by the published Census Date. Initial participation requirements vary by instructional modality and are used to determine whether a student has established attendance and is not considered a No-Show.

Face-to-Face Courses

A student establishes initial participation by:

- a. Attending at least one (1) scheduled class meeting on or before the Census Date.

Students who fail to attend at least one (1) scheduled class meeting by the Census Date will be considered No-Shows.

Online Courses

A student establishes initial participation by:

- a. Logging into the course; **and**



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b. Completing at least one (1) academically related activity by 11:59 p.m. on the Census Date.

Academically related activities include:

- Submitting an assignment;
- Completing a quiz or examination;
- Participating in a graded discussion; or
- Completing any other instructor-designated activity that demonstrates substantive academic engagement with course content.

Logging into the course alone does not constitute initial participation or attendance.

Students who do not satisfy both requirements by the Census Date will be considered No-Shows

Hybrid Courses

A student establishes initial participation by meeting the required participation expectations for the course on or before the Census Date through either:

- a. Attendance at a scheduled in-person class meeting; or
- b. Completion of an academically related online activity consistent with the requirements established for online courses.

Students who fail to satisfy the applicable in-person or online participation requirements by the Census Date will be considered No-Shows.

Late Registration

Enrollment after the start of the term does not extend, modify, or exempt a student from the established Census Date or No-Show reporting deadline. Students who register late remain responsible for meeting all initial participation requirements by the published Census Date.

IV. Attendance After Initial Participation

1. Once a student has attended at least one class session or completed an academic activity:
 - a. The student is considered actively enrolled.
 - b. Failure to continue participation does not result in administrative drop.
2. Students must complete the official withdrawal process to avoid earning a final grade.
 - a. Tuition and fee obligations remain in accordance with institutional refund policy.

V. Excessive Absence and Academic Engagement

1. Academic Engagement Expectations

Substantive academic engagement is required in all instructional modalities and is essential to student success. Students are expected to attend scheduled class meetings, when applicable, actively participate in instructional activities, complete and submit assigned coursework on time, and demonstrate satisfactory progress toward course learning outcomes.

Attendance and academic engagement are related but distinct concepts. A student may be physically present in a course without being academically engaged. Likewise, students enrolled in online courses demonstrate attendance through documented academic engagement rather than physical presence.



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Students are expected to be prepared for and actively participate in course activities, discussions, assignments, assessments, laboratories, clinical experiences, and other instructional requirements established by the instructor.

Face-to-Face and Hybrid Courses

Students enrolled in courses with scheduled class meetings are expected to attend class regularly and actively participate in instructional activities.

During the Fall and Spring semesters, a student is considered excessively absent when the number of absences exceeds twice the number of times the class meets each week.

Examples:

- Course meets three times per week: more than six absences.
- Course meets two times per week: more than four absences.
- Course meets one time per week: more than two absences.

During Summer and Special Terms, a student is considered excessively absent when the number of instructional hours missed exceeds twice the number of credit hours assigned to the course.

Example:

- A student enrolled in a three-credit-hour course who misses more than six hours of instruction is considered excessively absent.

Online and Distance Learning Courses

Because online and distance learning courses do not require physical attendance, academic engagement serves as the measure of attendance and participation.

After establishing initial academic engagement, students are expected to maintain regular participation in accordance with course requirements and instructor expectations.

During Fall and Spring semesters, a student is considered excessively absent when the student fails to demonstrate academic engagement for more than one week of instructional activity.

During Summer and Special Terms, a student is considered excessively absent when the student fails to demonstrate academic engagement during a period equivalent to more than ten percent (10%) of the instructional term.

Academic engagement includes, but is not limited to:

- Submitting assignments;
- Completing quizzes or examinations;
- Participating in discussions;
- Initiating meaningful academic interaction with the instructor; and
- Other instructor-designated activities demonstrating participation in the course.

Logging into a course without participating in an academically related activity does not constitute academic engagement.

VI. Faculty Responsibilities

1. Faculty are responsible for:

- a. Maintaining accurate records of student attendance and academic engagement.
- b. Verifying course rosters by the official Census Date.
- c. Providing opportunities for substantive academic engagement beginning in the first week of classes.



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- d. Reporting students who fail to attend or engage academically (No-Shows) by the established deadline.
- e. Reporting excessive absences or lack of academic engagement through the College's Early Alert system.
- f. Clearly communicating attendance, participation, and academic engagement expectations in the course syllabus.

VII. Student Responsibilities

- 1. Students are responsible for:
 - a. Attending and actively participating in all courses.
 - b. Monitoring attendance and participation status.
 - c. Reviewing course syllabi/program handbook for instructor-specific requirements.
 - d. Initiating drops and withdrawals prior to the published deadline.
 - e. Regularly checking institutional email and course communication tools.

VIII. Academic Consequences

- 1. Students identified as excessively absent may:
 - a. Receive a failing grade ("F").
 - b. Be referred for academic intervention or Early Alert.
 - c. Lose eligibility for financial aid adjustments (as applicable).

IX. Program-Specific Attendance Standards

- 1. Academic programs, workforce programs, and specialized instructional areas may establish attendance procedures that are more stringent than the minimum standards outlined in this policy, when necessary to meet:
 - a. Accreditation or licensure requirements.
 - b. Clinical, lab, or competency-based instructional standards.
 - c. External agency or regulatory expectations.
 - d. Programmatic progression or safety requirements.
- 2. Any program-specific attendance expectations must:
 - a. Be clearly defined and documented in the course syllabus and/or program handbook.
 - b. Be communicated to students at the start of the term.
 - c. Be applied consistently and equitably across all enrolled students.
- 3. Program-specific procedures may not be less restrictive than institutional policy, but may impose earlier intervention thresholds, stricter absence limits, or additional participation requirements.
- 4. In cases where program-level attendance standards result in disciplinary action (including removal from a course or program):
 - a. Program-level enforcement will not supersede institutional conduct or academic procedures when suspension or removal from the College may be warranted.



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X. Exceptions

1. Exceptions to this policy may be granted only in extenuating circumstances and require approval from the Vice Chancellor of Academics or their designee. Because required documentation may vary, faculty should consult their respective Dean for guidance on how to proceed.

Other applicable documents:

Applicable policies, procedures, laws, regulations, and institutional documents referenced above.

Revision History:

Effective Date:08/21/2026

Revised Date:

Reviewed/Approved by: UAEACC Chancellor, UAEACC Student Services, UAEACC Academics